

CHS SCHOOL HANDBOOK, CONSTITUTION & BYLAWS

Table of Contents

Mission Statement	3
A quality education	3
The Lordship of Jesus Christ	3
Biblical principles	3
To serve God	3
History of Our School	4
GENERAL INFORMATION	5
<i>ACADEMIC POLICY</i>	<i>5</i>
<i>ACCIDENTS</i>	<i>5</i>
<i>AFTER SCHOOL SUPERVISION PROGRAM (3:30-5:15pm)</i>	<i>6</i>
<i>ALLERGY ALERT</i>	<i>6</i>
<i>ATTENDANCE</i>	<i>6</i>
<i>BEFORE SCHOOL SUPERVISION PROGRAM (7:30-8:30am)</i>	<i>6</i>
<i>BUILDING OCCUPANCY</i>	<i>6</i>
<i>BULLETIN BOARDS</i>	<i>7</i>
<i>CANCELLATION PROCEDURE</i>	<i>7</i>
<i>COMMUNICATION: QUESTIONS/CONCERNS</i>	<i>7</i>
<i>COMMUNITY SERVICE</i>	<i>7</i>
<i>COMPUTERS</i>	<i>7</i>
<i>DRESS GUIDELINES</i>	<i>8</i>
<i>ELECTRONIC DEVICES</i>	<i>8</i>
<i>EQUIPMENT AND BUILDING USE</i>	<i>8</i>
<i>EVALUATION AND REPORTING</i>	<i>9</i>
<i>FIELD TRIPS</i>	<i>9</i>
<i>FIRE DRILLS</i>	<i>9</i>
<i>FOOD</i>	<i>9</i>
<i>ILLNESS</i>	<i>10</i>
<i>KITCHEN</i>	<i>10</i>
<i>LEAVING SCHOOL DURING THE DAY</i>	<i>10</i>
<i>LIBRARY</i>	<i>10</i>
<i>LOCKERS</i>	<i>10</i>
<i>LOST AND FOUND</i>	<i>10</i>
<i>LUNCH SUPERVISION</i>	<i>10</i>
<i>SAFETY POLICIES</i>	<i>11</i>
<i>MEDICATION</i>	<i>11</i>
<i>MID-WEEK MEMO</i>	<i>12</i>
<i>MILK PROGRAM</i>	<i>12</i>
<i>MUSIC PROGRAM</i>	<i>12</i>
<i>OPENING EXERCISES/DEVOTIONS/PRAYER</i>	<i>12</i>
<i>“OUT OF BOUNDS”</i>	<i>12</i>
<i>PARKING LOT</i>	<i>13</i>
<i>PHOTOCOPIER</i>	<i>13</i>

<i>PHYSICAL EDUCATION</i>	13
<i>PLAYGROUND/SPORTS EQUIPMENT</i>	13
<i>PUBLIC HEALTH NURSE</i>	14
<i>RECESS</i>	14
<i>SCIENCE FAIR / HISTORICA FAIR</i>	15
<i>SCHOOL SUPPLIES</i>	15
<i>SPORTS</i>	15
<i>STAFF SUPERVISION</i>	15
<i>STUDENT COUNCIL</i>	16
<i>TELEPHONE USE</i>	16
<i>VISITORS TO THE SCHOOL</i>	16
Behaviour Matrix	17
Student Code of Conduct Policy	18
CHS Staff and Parent / Guardian Expectations and Responsibilities	20
Discipline Reports and Referral Process	22
School Discipline & Behaviour Management Policy	23
<i>GRIEVANCE PROCEDURE</i>	29
<i>EXPULSION/APPEAL</i>	30
Student Behavioural Incident Report	31
Student Discipline Report	32
<i>SCHOOL WIDE DISCIPLINE PLAN</i>	33
<i>THE CLASSROOM DISCIPLINE PLAN</i>	33
<i>SCHOOL RULES</i>	33
<i>KINDERGARTEN - GRADE 2 DISCIPLINE PLAN</i>	34
<i>GRADE 3 DISCIPLINE PLAN</i>	35
<i>GRADE 4 DISCIPLINE PLAN</i>	36
<i>GRADE 5-6 DISCIPLINE PLAN</i>	37
<i>GRADE 7/8 DISCIPLINE PLAN</i>	38
CONSTITUTION OF CHS SOCIETY OF BRANDON INC	39
ByLaws	42
Admission Policy	47
<i>Society Membership</i>	53

MISSION STATEMENT

“Together building a caring, Christian, learning community that is dedicated to training minds, inspiring hearts, and shaping character, to equip our students for a life of passionate faith, pursuit of excellence, and joyful service to the Lord Jesus Christ.”

What does this mission statement mean? Let’s look at it a piece at a time.

A QUALITY EDUCATION

Talk with most parents about “quality education” and you’ll find a number of common threads in their responses. Many would speak of schools that are safe places filled with opportunities to learn and grow, and of teachers that affirm and encourage each of their students. Quality education fosters thinking, discussion, investigation and striving to improve and mature. Of course, the “basics” will be well taught: written and oral communication skills, mathematics, an understanding of the physical world and of human history and society. What else? How about fostering the skills students need to work well, both with other people and with modern technological tools, and teaching an appreciation of beauty and creativity in art and music. How is Christian Heritage School different from a public school? We operate from a different understanding of reality – it’s a question of worldview, how we look at ourselves and the world in which we live.

THE LORDSHIP OF JESUS CHRIST

This is the basis of our worldview. God made the world, and has made Jesus Christ the Lord of it all. Education that recognizes this sees children as created in God’s image. Each child has God-given gifts, and the purpose of education is to unwrap and develop these gifts. The ultimate goal of a Christ-centered education is a child that understands his or her place in God’s world, and grows and serves in God’s Kingdom.

BIBLICAL PRINCIPLES

Instruction and activities in our school are conducted with a view of biblical principles. “Bible” isn’t just a subject, and we don’t just add a chapel time to the program. We look at all of human knowledge and the physical world through biblical “eyeglasses” – the principles of Scripture. Values and interpretations in all subjects will be consistent with these principles. The techniques by which kids are taught, and all policies are consistent with these principles. And we have developed a discipline plan that aims to train children in righteousness, not just correct behavior.

TO SERVE GOD

In Ephesians 6:4, the apostle Paul challenges parents to bring their children up in the training and instruction of the Lord. Christian Heritage School partners with parents to teach children to know Jesus as their Lord and Saviour, and to equip them to serve Him.

HISTORY OF OUR SCHOOL

In 1975, a group of parents, who shared a Christian conviction about education, met to discuss opening a non-denominational Christian School. The result was a school, opening in a duplex on McDonald Ave. in Brandon. The enrollment was 18 students, ranging from kindergarten to grade nine.

By the fall of 1976, the number had grown to 25, and when the Christian Reformed Church offered the use of their annex, the parents seized the opportunity to move to a larger facility. The annex and basement of the Christian Reformed Church were used until they could no longer accommodate the growing number of students.

The purchase of the former COR Enterprises Building and Land was completed in the summer of 1989 and major renovations began. The first day of classes at the new facility at 26th and Maryland was January 8th, 1990, with an enrollment of 66 students.

1992 saw the beginning of a nursery school program with 7 students in the class. It then expanded to include morning and afternoon classes, two days a week. In 1993 a committee was struck to investigate the possibility of amalgamating with Bethel Christian Academy.

Bethel Christian Academy opened in September 1979 as an Accelerated Christian Education (ACE) School. There were 29 students enrolled, kindergarten to grade 12. The school was established in the basement of Bethel Temple, 9th & Lorne Ave. and the YMCA was used for Phys. Ed. classes.

In 1984 the church and school moved into the new facility at 440 Richmond Ave. This much improved facility provided space for a gym, chapel, library, staff room, lab, offices, typing room and six classrooms, also a large playground and a hill for sliding. The Christian Academy Executive Committee (appointed parents) which made school decisions now became an elected school board. The ACE curriculum was replaced with government approved credit courses.

During the 1993/94 school year talks began between the Boards of Christian Heritage School and Bethel Christian Academy about amalgamating. After much prayer and many meetings it was decided that the two schools would amalgamate under the name of Christian Heritage School. As of September 1994, junior kindergarten to grade twelve was offered, with single grade classrooms from junior kindergarten to grade eight. Junior kindergarten to grade five was at the Heritage Campus, 2025 - 26th Street, and grades six to twelve were conducted at the Bethel Campus, 440 Richmond Ave.

The 1994/95 school year brought us to another crossroad. The membership started looking at ways to accommodate the entire school at the 26th Street location, and a building committee was formed. At the March 2000 membership meeting the motion was passed to only offer junior kindergarten to grade eight for the 2000/01 school year due to increased costs and declining enrollment in the high school. In August 2000 construction began on an addition to the existing building that would house all of our kindergarten to grade eight students. Plans continue to be developed for future expansion, site development, and building renovations.

As student numbers continued to increase a 2-classroom "portable" was linked to the south east entry to the school. Classes began in those classrooms in January 2013. We are currently waiting and praying for the next necessary steps to expand again, this time it will be with a gymnasium, four classrooms, and additional bathrooms. As we look ahead, we thank God for His goodness and look forward to the many new blessings He has for us.

GENERAL INFORMATION

ACADEMIC POLICY

To encourage students to strive for excellence, the following requirements apply to course assignments and tests.

1. Honesty: Responsible students produce their own authentic work, which includes their ideas or intellectual property. This promotes biblical values, personal integrity, and responsibility. Students must give credit to appropriate sources when representing someone else's ideas or intellectual property, otherwise it will be considered plagiarism. Teachers will help students learn how to properly cite and reference sources. Once students are in grade 7, they are expected to be working independently.
2. Homework will be checked and must be made up if incomplete. Marks may be deducted and/or students will stay in at recess or lunch break to complete incomplete work.
3. Assignments must be neatly done or will be returned to be redone.
4. Missed tests or quizzes will be written on the first day the student returns, if required. In certain situations of planned absences students may be asked to write the test before they leave.
5. Students are responsible for catching up on their own if they are absent or are out of the class.
6. Marks may be deducted for late assignments. Deadline dates will be announced well in advance and students are responsible to plan ahead. Special consideration will be given by the teacher in extenuating circumstances.
7. Families who plan to be away for one week or more must give a minimum of 14 days notice for teachers to plan homework for the extended absence.
8. Grade seven and eight students will write exams in January and at the end of the school year. The pass mark for all subjects is 50%.
9. Students writing exams are expected to write exams at the scheduled times. If the teacher is asked to make up a separate exam, a fee of \$50 per exam is paid by the parents directly to the school, which is in turn paid to the teacher. The teacher must be notified in writing at least 21 days prior to the students' departure. Exceptions may be made in case of illness or bereavement.
10. Students in grade 7 & 8 will be placed on the Principal's Honour Roll when they have achieved an average of 85% or more across all academic subject areas.
11. Participation in extra-curricular activities such as sports teams, intramurals, and clubs is subject to satisfactory academic progress.
12. Grade 7 & 8 students all participate in Brandon School Division Home Economics and Industrial Arts classes. Parents are responsible for transporting the students to and from the classes.
13. Grade 7 & 8 students can choose to take Band or Art classes. Band students receive Band Instruction from the Brandon School Division (BSD) Band Program. Students are transported from CHS to the Instructional school in Brandon by a BSD bus.

ACCIDENTS

A first aid kit is kept in the office and in every classroom. Accident report forms will be filled out for any serious injury. If students require medical attention at the hospital, a copy of the signed consent statement made by the parents on the student registration form, will accompany the child so that hospital personnel can provide medical attention as they deem necessary. The school will make all attempts to contact parents/guardians when children require medical attention.

AFTER SCHOOL SUPERVISION PROGRAM (3:30-5:15pm)

Parents can register their child(ren) in the after school supervision program for \$75/child per month, or pay a daily drop-in fee of \$12/child.

ALLERGY ALERT

We are an ALLERGY AWARE school. We have students who are allergic to eggs, nuts, fish, kiwi, dairy, pistachios, cashews, mangos, cats, horses, dogs, and outdoor mold. Classroom awareness and preventative education is key, along with comprehensive emergency plans. Cleanliness and hand-washing procedures are followed to prevent cross-contamination.

ATTENDANCE

Regular attendance at school is required under provincial legislation. When students are away for a planned absence, such as a medical appointment or family trip, the school must be notified ahead of time. Please notify the school office if your child(ren) is going to be late or absent.

When the first bell sounds at 8:40 a.m., students are expected to come into the school and go directly to their classrooms. Student attendance will be recorded right after the second buzzer at 8:48 a.m., prior to morning chapel time. Students not in their classrooms before chapel will be considered late.

If your child is going to be late or absent, please call the school. If you do not call the office to report your child late or absent, the office will call you at the phone numbers provided to check into the situation.

BEFORE SCHOOL SUPERVISION PROGRAM (7:30-8:30am)

Parents can register their child(ren) in the before school supervision program for \$50/child per month, or pay a daily drop-in fee of \$8/child.

BUILDING/GROUNDS OCCUPANCY

Our morning outside staff supervisor is on duty from 8:25-8:40am. Students are not be dropped off at school before 8:25am. Doors are opened to students at 8:40 a.m. Students will be required to wait outside until such time. During inclement weather, students who arrive before 8:40am will be allowed to wait in the school entrance.

Students are expected to leave the school premises as promptly as possible after dismissal at 3:35. After school outside staff supervision is from 3:35-3:50pm. All students must be picked up by 3:50pm or they will be registered in the After School Supervision Program and parents charged the daily drop-in fee. Parents are responsible for their children

BULLETIN BOARDS

The use of bulletin boards in the school is controlled by classroom teachers and the office. Anyone wanting to post notices is asked to give them to the Administrative Assistant at the Office.

CANCELLATION PROCEDURE

If school must be cancelled because of storms or an emergency, the local radio stations (am 880, fm 101, fm 96) will be notified before 7:30 a.m. and the school's Emergency Phone Plan will be activated as close to 7:00am as possible. The closure will be posted on the Christian Heritage School Facebook page. Every family will receive a phone call from a CHS staff member. An email will also be sent out as close to 7:00am as possible.

COMMUNICATION: QUESTIONS/CONCERNS

There are many committees and sub-committees involved in various operations of the school. The Board is the official governing body of Christian Heritage School. The school administrator makes recommendations to the Board regarding hiring new staff. If you have suggestions, concerns or problems, please follow these procedures:

1. All **financial** questions and concerns should be directed to the administrative assistant. She will direct you to the appropriate resource people.
2. Concerns about the **school, the building or grounds** should be taken to the Physical Resources personnel of the School Board or the school administrator.
3. Questions about the **operational aspects** of the school may be taken directly to any School Board member or the school administrator.
4. Concerns about **student behaviour**, performance or issues within a classroom should be directed to the appropriate teacher.
5. Concerns regarding **staff or personnel** should be taken to the school administrator.
6. Your participation is welcomed and expected at the two general meetings of the society.
7. Christian Heritage School has a **website** with school information and weekly information updates: www.chsbrandon.ca, a Facebook page, and an Instagram account.

COMMUNITY SERVICE

James 2:14-16 states, "What good is it my brothers, if a man claims to have faith but has not deeds? Can such faith save him? Suppose a brother or sister is without clothes and daily food. If one of you says to him 'Go, I wish you well; keep warm and well fed,' but does nothing about his physical needs, what good is it?"

It is important for our students to know that there are needs in our community and that, as Christians we have an obligation to help minister to these needs. A service program will give the students exposure to a number of organizations in the community and the services they provide.

Service projects may include: Visiting of personal care homes, helping at Samaritan House, community clean-up projects, yard maintenance, Helping Hands Soup Kitchen, etc.

COMPUTERS

The school has laptops on a cart and Chromebooks on a different cart. Permission must be obtained before using them. The following rules apply.

1. Computer use will be controlled by the classroom teacher.
2. Students are expected to follow the teacher's computer use rules.
3. No food or drinks will be allowed near classroom computers.
4. Misuse of computers will result in loss of computer privileges.

Internet use is available in the classrooms for projects directly related to curriculum assignments. The internet contains both valuable and dangerous information. Staff will attempt to filter information that is brought in and provide guidelines for appropriate, safe use of the Internet. Students are expected to obey all relevant information laws.

DRESS GUIDELINES

Decisions regarding appropriate dress will be made on an individual basis by the school staff and parents. The following are guidelines for parents and students to follow:

1. Dress must be clean and appropriate for the weather and the activity to be undertaken. Every student must have a clean pair of shoes (no slippers) to wear indoors. **Shoes must be worn at all times.**
2. Discretion must be used to balance modesty and comfort, however, here are some clear dressing guidelines:
 - no underwear can be seen when the student is sitting or standing (shirt should cover the midriff when arms are raised)
 - shoulder straps are to be 3 fingers wide (student's fingers)
 - well-fitted necklines are required
 - shorts and skirt length must be at or past the student's fingertips when his or her arms hang at their side
3. Clothing slogans and visuals should portray positive and non-objectionable messages.
4. No hats or hoods are to be worn in the school (with exception of hat day)

Modesty is synonymous with humility and purity, and is characterized by restraint, self-control and dignity. Modesty is a product of pure-thinking, right living, and a godly attitude (1 Peter 3:3-6, Titus 2:4-5, & 1 Tim. 2:9).

If students fail to meet the above guidelines, they will be asked to wear a T-shirt or pair of jogging pants provided by the school for the remainder of the day, and to call home to inform their parents. If school clothing is worn home, please wash and return it as soon as possible.

ELECTRONIC DEVICES

Use of personal electronic devices by students is not allowed at school at any time. Devices may only be used at school only for academic or communication purposes with special permission, agreed upon a staff member and parent.

EQUIPMENT AND BUILDING USE

The school board considers individual requests for use of the school building and equipment. Please contact the principal or school board well in advance of your intended use. Your request can be considered at regular board meetings.

At times, the chapel area has been rented for such events as birthday parties. Children are restricted to this area and we require a minimum of two supervising adults.

EVALUATION AND REPORTING

The school year has three terms for reporting purposes. All students will receive report cards at the end of November, in mid-March and at the end of June. Parent-Teacher–Student conferences will be conducted at the end of the first and second reporting periods.

FIELD TRIPS

Field trips can add enhancing and enriching educational experiences, and are an important part of our school year. A variety of activities are planned, some within Brandon, and others requiring some travel or even overnight stays.

Ratio of adults to students (in addition to the teacher) will be as follows:

Kindergarten to Grade Five	1 adult to five students
Grades Six to Eight	1 adult to eight students

Parents accompanied by younger children may be invited to take part in an activity, but cannot be counted in the number of supervisors. This also applies to drivers. Drivers must be adults (18+) who are required to complete a driving authorization application.

Transport Canada strongly advises that young children sit in the rear seats of vehicles. For school-related events, *we will not place children 12 and under in the front seats* of parent vehicles. If your own child is riding with you, you may use your own discretion for front seat use, but you may not allow any other child 12 or under to sit in the front.

The acceptance of volunteers as supervisors who are not personally known to the teacher is at the discretion of the teacher.

Parents who decide that their child will not participate in a school-sponsored trip will be asked to make other arrangements for the child, as school supervision will not be provided.

Occasionally additional fees will be required for field trip activities.

FIRE DRILLS

As a school in Manitoba, we are required to have 10 fire drills every school year. The Principal will ensure the Emergency Response Plan is followed precisely and that all students are accounted for by Teachers taking attendance once students are evacuated.

Every student must be wearing shoes throughout the school day. There will not be time during a fire drill to collect coats, shoes or belongings before going outside.

FOOD

For safety reasons, students are expected to eat lunch in their classroom. Snacks taken outside during breaks need to be eaten on the deck or designated area. No food is allowed outside during the lunch break. There are no microwave ovens accessible for students.

Choking can be a problem for younger students. Please ensure all food sent to school is in bite-size pieces.

ILLNESS

If your child is ill, please don't bring him/her to school if he/she is infectious. Notify the office by 9 a.m. if he/she won't be attending.

KITCHEN

The kitchen is for staff and parent council use only.

LEAVING SCHOOL DURING THE DAY

Any student may leave the school for a specific reason with a note from parents. If written parental permission is not obtained, all students are expected to remain at school. Parents are asked to pre-arrange outings for their children so teachers can be given proper notification. Parents need to report to the office before picking up their children for appointments. Students must be signed out by their parent(s) / guardian(s) before leaving.

LIBRARY

Students will be able to take books out of the school library, the number of books and length of the borrowing period will be determined by the Teacher Librarian. The borrower is responsible for replacing or paying for lost or damaged books.

LOCKERS

Lockers are available for most of the students. Other students will keep personal belongings in desks or cubbies. Fire regulations require that all coats must be kept in lockers or in designated areas, and lockers must remain closed when not in use. Students are not allowed to put locks on their locker doors.

LOST AND FOUND

A lost and found box is kept in the foyer. Parents are asked to check it periodically. Items not claimed will be donated to a local charity.

Students bringing personal property to school do so at their own risk.

LUNCH SUPERVISION

Lunch supervision is performed by 4 approved parents (by Administration). Those parents work in pairs and flip-flop supervising weeks with the other pair. There are also 2 educational assistants supervising over the lunch break, to make a total of 4 lunch supervisors.

Parents are responsible for paying \$150 each year to cover the parental lunch supervisor costs.

Supervisor's Responsibilities

1. Supervision Times – Parents supervise students from 12:00-12:50 p.m. Please be on time.

2. Inside Parent – One parent will help students exit the school when the 12:00pm bell rings. That parent will supervise outside once all students are outside.
3. Outdoor Supervision – the supervisors will agree who is supervising which part of the playground and what classrooms once students come back inside.
4. Only students with permission from their teacher may stay inside during the lunch break. Their names should be recorded on the classroom board.
5. Water/Bathroom – With your permission, students may re-enter the school to have a drink or go to the bathroom. They should return quickly and not wander inside the school.
6. Indoor Recess – Occasionally, students will have indoor recess due to poor weather. In this case, students need to be in their classrooms.
7. Good supervision practice – supervisors must be visible, vocal, and active. You are to move around your designated area, briefly talk to students to make your presence known, and move on to other students in your area.
8. After Lunch – When the bells rings at 12:45pm, direct students to put their lunch kits away, wash their hands and return to read quietly. Stay in the room until the classroom teacher returns (between 12:45-12:50pm).

SAFETY POLICIES

1. Leaving School Grounds – Students must notify a teacher if they have their parent's permission to leave the school grounds at lunch time.
2. Hands-off Rule – The “hands off” rule applies to all students. If you see students playing rough or play-fighting, approach them and remind them of the “hands off” rule.
3. Stay Out of the Tree Line – Children must stay within the tree line of the school. For the safety of the children and out of respect for our neighbours, children must stay out of the trees on all sides. The large trees on the south side of the grounds are out of bounds and children must not climb them. EXCEPTION: Grades 5-8 are allowed to climb (no higher than 6 feet up) the trees east of the far gaga ball pit and swings.
4. Children should not play behind the shed as the area is often dangerous and is difficult to monitor.
5. Eating Outside – K-grade 3 may eat snacks on the deck and grades 4-8 students may eat on the deck or near their door.
6. No Littering – Please remind children to put their garbage and recycling in the bins.
7. Flying Objects – Throwing snow, stones, sticks, etc. is not permitted, even if it is not aimed at another person.
8. Helmets – All students playing on the ice must wear a helmet and a face mask must be worn when playing hockey. Students using skateboards or rollerblades on the school grounds must wear a helmet.
9. Report Abuse – Any verbal or physical abuse or bullying of any kind must be reported to the office.

MEDICATION

If parents have any special instructions regarding medical attention for their children, it is their responsibility to notify the school.

A small amount of over-the-counter medication is kept in the office (no ASA). You will have the opportunity to give written permission if your child is able to take basic medication such as Ibuprofen or Acetaminophen at the discretion of the staff. Otherwise, we will contact parents/guardians before medication is given. If a child is required to take medication on a regular basis, please submit the instructions for the dispensing of the medication in writing to the office. Also, if an epi-pen is used, these will be kept in the classroom first aid kit with a spare one in the office, and staff will be trained annually how to use it.

MID-WEEK MEMO

A Mid Week Memo is published each Wednesday and is an important vehicle of information for parents and students. It is emailed out to all families every Wednesday afternoon. The memo contains important information, class assignments and activities, as well as news items of interest to the whole school community.

The Mid Week Memo is also available on the school website at www.chsbrandon.ca.

MILK PROGRAM

The grade 7/8 students run a daily milk program. The Manitoba Milk Marketing Board supplies prizes for our monthly milk draw to encourage students to drink milk. White and chocolate milk cards can be bought at the office.

MUSIC PROGRAM

Music is valued as an important part of students' Christian education. It is an integral part of our daily worship time in the mornings. Special choirs and performance opportunities are featured at various times throughout the year, and a musical drama is usually presented at Christmas.

Regular music classes for grades kindergarten to grade 6 and formal instruction in recorder for grades 4-6 are given. A band program is available for grades 7 & 8. Private piano instruction has regularly been available at the school at the parents' expense.

Music played in the school will be monitored by the staff. During break times, older students, with permission, may listen to music at staff discretion.

OPENING EXERCISES/DEVOTIONS/PRAYER

Each day begins with opening exercises and devotional time. We start with the singing of *O Canada* and the saying of *The Lord's Prayer*. After announcements we usually have a short time of praise and/or a devotional. Some of the chapel times are led by the student council or older students. At other times we may have a guest speaker. There is a chapel schedule that teachers follow and it includes times for early years chapel, middle years chapel, classroom devotions, and prayer groups. This has been a precious time for us in the past and we hope that it will continue to be a blessing to all involved.

"OUT OF BOUNDS"

Students must remain on school property during the school day. The following areas are "Out of Bounds" without specific permission:

- the neighbors' property outside the tree line

- the office
- the basement
- the kitchen, except for grade 7/8 students running the milk program
- upstairs
- parking lot

PARKING LOT

Please drive the right way through the parking lot - entrance and exit are clearly marked.

To increase the safety of our students in and around the parking, we have changed a few things. Please cooperate and follow these instructions to help keep everyone safe and the dropping off and picking up of children efficient.

DROP OFF LANE: Drivers are not to leave your vehicle – children are to safely proceed onto the sidewalk, the driver is to merge into the drive thru lane. **There is absolutely no parking in the drop off lane.**

DRIVE THRU LANE: This lane is for vehicles moving in and out of the parking lot. **NO STOPPING in this lane, except for Safety Patrols allowing people to cross the parking lot safely.**

PARKING: There is parking on both sides of the trees (directly off of the gravel road and inside our parking lot). **Everyone is to cross the parking lot on the SIDEWALK ONLY.**

Do not stop in the middle of the parking lot to drop off or pick up students.

EXIT LANE: There is only one exit lane, please drive cautiously and use your signals 😊

Bikers should follow the marked bike path unto the school grounds.

Always watch for children crossing the parking lot.

PHOTOCOPIER

Students are not allowed to use the photocopier. Personal copies will be made for individual use. Ask for help at the office and what the current cost is for personal copies.

PHYSICAL EDUCATION

Christian Heritage School does not currently have a gym, but we have an arrangement to use the gym at nearby Richmond Park Church and Faith Fellowship Baptist Church on a regular basis. We have a large playground used for sporting activities, and each winter we have a maintained skating/hockey rink.

Students will need proper clothing for gym or outdoor activities. Shorts or sweatpants and non-marking runners are required. Students with medical problems like asthma are kept within proper limits. Parents are asked to keep us informed of any serious medical reasons to limit the amount of physical activity that their children undertake. In some cases, letters from doctors may be required if program alteration is necessary.

PLAYGROUND/SPORTS EQUIPMENT

Some playground/sports equipment will be kept in classrooms and some in a central location. Students who borrow the equipment are responsible for its return. Special Phys. Ed. equipment may be used under teacher supervision only.

Personal sports equipment is brought to school at a student's discretion and risk. Label it.

Helmets must be worn by all students on the ice. Face masks are required for students who play hockey. Skate guards must be on skates when off the ice.

PUBLIC HEALTH NURSE

The public health nurse makes regular visits to the school to update immunizations and check on any medical concerns. Immunization will take place as directed by Prairie Mountain Health. Hearing tests are to be conducted annually on kindergarten students.

RECESS

All students are expected to go outside at all recess breaks. Students must have appropriate outside clothing available every day. In the event of heavy rain or high wind chill factors, recess will be inside.

The outdoor designated eating areas are the deck and the picnic area by the office.

RECESS RULES

1. Students must respect and follow the directions of the Supervisors.
2. Students must stay within the boundaries for their grade (see map). The tree lines (and some bushes) are the school boundaries so students must be on the grounds that are on the "school side" of the trees/bushes.
Kindergarten to Grade 4: No climbing or playing in the trees/bushes.
Grade 5-8: Students can be in the trees by the East swings & Gaga Ball Pit. Their feet can't be more than 6 feet above the ground.
3. Students must use the playground equipment for the intended purpose (ie. Slide feet-first only down slides, hoola hoops are for "hoola hooping," no twisting or standing on or jumping off swings, no jumping over, sitting on, or walking on top of the rink boards, no standing on the very top of the play structures, no hanging on basketball hoops, etc.).
4. If students need to use the bathroom while outside, they must ask a supervisor to unlock the door for them.
5. Students who take equipment out to play with it must return it at the end of the same recess.
6. No throwing snowballs, no hitting with sticks, no rough play.
Grade 5-8: Students are allowed to dig / build with sticks (without hitting).
7. Appropriate contact during games is acceptable (ie. Tag, Soccer, Ultimate Frisbee, Gaga Ball, Touch Football – no tackling, etc.). Good attitudes and respect are key. Students are encouraged to try to resolve minor conflicts on their own and then ask for help from the Supervisor if it's not resolved.
8. Other general school rules apply during recess, (see student code of conduct) such as no swearing, no electronic devices, etc.

9. Students who are not following the rules will receive consequences (ie. immediate consequences can be time outs, loss of privileges, walking with the Supervisor, restrictions to or from specific grounds, equipment, or people). Supervisors will let classroom teachers know if misbehaviour continues or is severe. Principal will be notified if necessary.
10. Line up quickly and safely when the bell rings.
11. If K-3's have snacks at recess, they must eat them on the deck.
12. H A V E F U N !!!

SCIENCE FAIR / HISTORICA FAIR

C.H.S students take part in the Western Manitoba Science Fair every other year. All grade 5-8 students are expected to be involved in a project. We will start working on research projects at all grade levels in the fall. Our Christian Heritage Science Fair will be held in mid-February. Any projects that meet the criterion for the Western Manitoba Science Fair will then be entered for that event. Both of these fairs will have group as well as individual categories. Our students have had a high success rate at our regional fair, and clearly benefit from the preparation and presentation of the projects.

Backboards and general building materials are the responsibility of the students, and some assistance and organization is made available by the staff.

Historica Fair projects will be worked on inside of class time and you will be informed of dates and times as they become available.

SCHOOL SUPPLIES

We prefer that our K-6 students use the Discovery Bible for classroom use and a study or reference version for the grade 7 and 8 students. School supply lists are sent home with your child's final report card and are also available on the website or through the office.

SPORTS

Our middle-years sports program is dependent on student and parent interest. In the past we have offered volleyball, basketball, softball, hockey, badminton and soccer. There will be a user fee for participating students. The fees cover tournament costs, equipment upgrades, gym rentals and referees. There may be extra costs for traveling expenses. Parents will need to pick up students at various venues after their events.

Participating in sports is encouraged, but is considered a privilege and requires good behaviour and acceptable academic standing.

STAFF SUPERVISION

The staff is responsible for Christian Heritage School students from the sound of the first bell in the morning until the final bell in the afternoon of a regularly scheduled school day.

The staff will make itself available fifteen minutes before the first bell in the morning and fifteen minutes after the final bell for parents (guardians) discussion of the students' needs.

Parents (guardians) assume responsibility for their children prior to the first bell in the morning and immediately after the final bell of the afternoon. Parent volunteers will supervise the students during the lunch break on a rotational basis.

During extra curricular events, staff will provide supervision for the predetermined time of the event.

STUDENT COUNCIL

Student Council members must be committed to Jesus Christ and be of high moral standing, in the school, home, church and community. They must also exhibit patience, a teachable spirit, a strong work ethic, and self discipline. They must be in good academic standing and have healthy communication skills. They must demonstrate respect for teachers, parents, visitors, and students, and be a positive influence both in and outside the school. The Student Council executive will be made up of grade 7 and 8 students who are elected by the student body. Grade 4 - 6 students will have room representatives on the Council.

Student Council members are called to both lead and serve the student body. Due to the fact that they need to have a strong working knowledge of the school and the whole student body, Christian Heritage School requires that any student nominated to the Student Council must have attended CHS the previous scholastic year.

Elections for the following school year will occur in the fall.

TELEPHONE USE

The school telephone is for school business. Telephone use in school will normally be restricted to staff members. Student use of a telephone may be authorized by a staff member at his or her discretion.

VISITORS TO THE SCHOOL

Visitors are welcome at our school. We request that all visitors report to the office and sign in.



BEHAVIOUR MATRIX

EXPECTATIONS				
SETTING		Be Respectful	Be Responsible	Be Safe
	Classroom	<ul style="list-style-type: none"> • Be active listeners • Build up one another • Take care of the furnishings and equipment of our classroom 	<ul style="list-style-type: none"> • Come prepared to class (materials here, homework done) 	<ul style="list-style-type: none"> • Use self-control
	Assembly	<ul style="list-style-type: none"> • Be active listeners • Face forward 	<ul style="list-style-type: none"> • Sit in the appropriate spot • Be on time 	<ul style="list-style-type: none"> • Enter and exit quietly • Keep hands to yourself
	Playground	<ul style="list-style-type: none"> • Listen to adult supervisors • Take turns • Include others • Use friendly words 	<ul style="list-style-type: none"> • Use garbage cans/pick up litter • Bring in equipment 	<ul style="list-style-type: none"> • Use self-control
	Bathroom	<ul style="list-style-type: none"> • Use indoor voices • Respect privacy 	<ul style="list-style-type: none"> • Keep the counters and floors clean • Flush the toilets • Wash your hands with soap and water 	<ul style="list-style-type: none"> • Keep your hands to yourself
	Entry/Exit	<ul style="list-style-type: none"> • Use indoor voices • Greet one another in friendly voices 	<ul style="list-style-type: none"> • Come in when the bell rings • Remove your outdoor shoes • Put your shoes neatly on the shelf • Pick up after yourself 	<ul style="list-style-type: none"> • Enter in an orderly fashion • Keep your hands to yourself
	Hallway	<ul style="list-style-type: none"> • Use indoor voices 	<ul style="list-style-type: none"> • Walk 	<ul style="list-style-type: none"> • Keep your hands to yourself • Wear indoor shoes • Keep lockers closed • Keep your belongings off the floor
	Lunch	<ul style="list-style-type: none"> • Listen to adult supervisors • Use proper manners 	<ul style="list-style-type: none"> • Go outside (come inside) when the bell rings • Clean up after yourself 	<ul style="list-style-type: none"> • DO NOT bring foods that contain peanuts or peanut oil
	Library	<ul style="list-style-type: none"> • Use low voices or whispers • Keep books clean and dry 	<ul style="list-style-type: none"> • Return books on time • Tell the librarian if you lose or damage a book 	<ul style="list-style-type: none"> • Enter and exit quietly

STUDENT CODE OF CONDUCT POLICY

POLICY STATEMENT:

This policy is designed and intended to support the Christian Heritage School (CHS) Constitution. We desire to see students love Jesus with all their heart, and to love people as they love themselves. "Jesus replied: Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself. All the Law and the Prophets hang on these two commandments." Matthew 22:37-40.

We believe that every person is an image bearer of God and has dignity and is worthy of respect, love, care, and attention. School is a place where everyone needs to feel safe and be treated with respect and honour. We desire to see the Kingdom of Jesus Christ established at CHS. We are committed to the establishment and the maintenance of a safe, orderly, respectful, and caring learning environment, in accordance with the school's statements of vision, mission, and values. All members of the learning community – students, staff members, parents, administration, and board members – have a role to play in making CHS a school of excellence.

We want to train children in righteousness using the Word of God. Godly character can be reflected in behaviour (words and actions), attitude, personal interactions, decision making, and worldview. We use preventative instructional practices to teach social responsibility and honourable behaviour. This policy depicts expectations of student conduct at CHS. Students must behave in a respectful manner and comply with the code of conduct.

CHS students can expect that

- all staff members will strive to reflect Christ's character in every interaction and activity;
- they will be able to work in a school environment that is safe, orderly, respectful, caring, and conducive to their learning;
- they will experience learning opportunities that are relevant and meaningful, as appropriate to their age and grade;
- their progress will be clearly, fairly, and regularly assessed and evaluated in accordance with stated learning outcomes and with appropriate and timely feedback; and
- teachers and other school personnel will demonstrate authentic and personal interest in every student.

CHS students are responsible for

- respecting and honouring the biblical principles which are the foundation of the school and all of its activities;
- demonstrating courtesy and respect towards adults and fellow students;
- showing respect for school property and the personal property of others;
- attending school regularly and punctually;

- demonstrating behaviour which contributes to maintaining a safe, orderly, caring, and respectful environment, in accordance with the standards and expectations of the school;
- taking full advantage of educational opportunities through active classroom participation, completion of homework and assignments, appropriate preparation for tests and exams, and involvement in other activities provided by the school; and
- striving for a standard of personal excellence in every aspect of school life.

The following are unacceptable at CHS

- abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise;
- bullying¹ another student;
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*;
- using, possessing, or being under the influence of alcohol, vaping, e-cigarettes, cannabis (marijuana) or illicit drugs at school;
- gang involvement; and
- possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code* (Canada).

Students must adhere to school policies respecting the appropriate use of

- the internet, including social media, text messaging, instant messaging, websites, and email, and
- digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the CHS Board.

The disciplinary interventions and consequences used as possible responses to acts of student misconduct are recorded in the *CHS Student Discipline and Behaviour Management Policy*.

¹ Bullying is a behaviour that is **intended** to cause fear, intimidation, humiliation, distress or other forms of harm to another person’s body, feelings, self-esteem, reputation or property. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying: including social media, text messages, instant messages, websites or e-mail). It is **repetitive** and demonstrates an **imbalance of power**.

CHS STAFF AND PARENT / GUARDIAN EXPECTATIONS AND RESPONSIBILITIES

CHS staff can expect that:

- students, parents and colleagues will treat them and each other with courtesy and respect.
- they will be able to work in a school environment that is safe, orderly, respectful, and conducive to learning.
- students will take full advantage of educational opportunities through active classroom participation, completion of homework and assignments, appropriate preparation for tests and exams, and involvement in other activities provided by the school.
- school administrator(s) and others in leadership will provide leadership, organization, resources and support.
- parents will communicate with them in an open and timely manner about matters impacting their child's school experience.

CHS staff are responsible for:

- reflecting Christ's character in every interaction and activity.
- maintaining high standards of professionalism, including actively pursuing opportunities for professional development and personal growth.
- following and supporting the school's leadership.
- demonstrating authentic and personal interest in the students under their care.
- providing relevant, meaningful and engaging learning opportunities in accordance with established curricula and stated learning outcomes.
- regularly assessing and evaluating student learning, and reporting the same to students and parents in clear and meaningful ways.
- communicating information regarding student progress, attendance and behaviour to students, administration and parents
- working cooperatively with parents and colleagues to develop and implement plans which address the learning needs of the students under their care.

CHS parents can expect that:

- their children will be nurtured and cared for in a safe, orderly and respectful environment based upon Biblical principles.
- learning opportunities for children will be relevant, meaningful and engaging in accordance with established curricula and stated learning outcomes.
- staff will communicate in a clear and timely manner concerning student progress, attendance, behaviour, and other matters concerning the student's experience at school.
- staff will demonstrate high standards of professionalism and Christian character in every interaction and activity.

CHS parents are responsible for:

- instilling basic values and responsibilities in their children.

- treating staff members with courtesy and respect at all times.
- supporting the vision, mission and values of the school, as well as other rules and guidelines which govern the day to day functioning of the school.
- working cooperatively with staff members to develop and implement plans which address the learning needs of their children.
- ensuring that their children attend regularly and punctually, and that homework and other assignments are attended to in a timely fashion.
- communicating with the school with respect to information which impacts their children's learning.
- following established protocol in pursuing concerns or questions concerning any aspect of the school or school personnel.
- demonstrating support for the school by attending events and meetings and offering constructive input.
- meeting their financial obligations with respect to tuition and other payments in a timely fashion.

DISCIPLINE REPORTS AND REFFERAL PROCESS

We expect students to be responsible enough to avoid to Administration discipline action. However, if a student's behavior leads to an ongoing discipline problem, school administration will contact the parents.

We discipline students because we care about students. The Bible shows God declaring that He disciplines and corrects those He loves. We partner with parents when we believe discipline is necessary to correct behaviour. Discipline in the context of relationship is discipleship. We partner with parents to discipline and disciple students. We do this redemptively so that students are more motivated to agree and pay attention to the discipline instilled.

The School Discipline and Behaviour Management Policy outlines the detailed premise and process of Administrative discipline at CHS on the next several pages.

SCHOOL DISCIPLINE & BEHAVIOUR MANAGEMENT POLICY

POLICY STATEMENT:

This policy is designed and intended to support the Christian Heritage School (CHS) Constitution. The *Student Code of Conduct* outlines the expectations that students must meet to maintain a safe, orderly, and respectful learning environment. This policy supports the *Student Code of Conduct* by presenting our philosophical approach to discipline and the accompanying interventions and consequences.

POLICY:

The disciplining of children is a means to assist them to develop Christ-like character, to recognize acceptable behaviour and to grow in respect for God, authority, each other and the rest of God's creation. The biblical approach to disciplining involves a redirection towards restitution through restorative justice in the context of relationship. Our goal is to set students up for success through a healthy environment of encouragement, positive reinforcement, consistency, realistic expectations and safe boundaries. Effective school discipline hinges on a cooperative approach between school and parent(s) / guardian(s). We involve the parent(s) / guardian(s) in our approach to discipline, yet do not call home every time a student displays questionable behaviour. We expect students to adopt a lifestyle consistent with biblical teaching that encompasses the values of CHS.

This policy applies at school, at school functions and during transit to and from school and school functions. It also applies to any behaviour, outside of these settings, that is detrimental to the reputation of the school. In such cases, appropriate action will be taken by the principal who will contact the parent(s) / guardian(s) to discuss the concerns and work together to correct the behaviour.

The CHS approach to student discipline is to emphasize positive and proactive strategies before punitive and reactive strategies. Staff members must ensure that interventions used are appropriate, given the **frequency** and **severity** of the disciplinary violation and the student's age and stage of development. In every situation, when selecting appropriate consequences, staff members will be sensitive to any student who has been the victim or target of unacceptable behaviour, as well as to the student who committed the behaviour. Reasonable accommodation is required for students with exceptional learning needs, which affect their behaviour, taking into account their ability to comply with disciplinary measures.

Offences

Level 1: Behavioural Incident Report Completed

These offences are minor, yet repetitive acts of misconduct or misbehaviour that interfere with the orderly operation of the classroom, a school function, an extracurricular activity, a recess, or school transportation. The staff member who observes the misconduct will intervene, notify the principal, and complete his/her portion of the Behavioural Incident Report. The principal will handle the situation from that point and inform the classroom teacher and parent(s) / guardian(s) of these offences.

Level 2: Discipline Report Completed

These offences are acts of misconduct that are more serious or disruptive than Level 1 offences. Level 2 offences may include repeated acts of Level 1 offences, and acts of misconduct that endanger the safety of others. The staff member who observes the misconduct

will intervene, notify the principal, and complete his/her portion of the Behavioural Incident Report, and give it to the principal. The principal will handle the situation from that point and inform the classroom teacher of these offences. A Discipline Report will be completed by the principal, signed by the parent(s) / guardian(s) and filed in the student's cumulative folder.

Examples of Level 2 offences include, but are not limited to:

- Willful injury to another individual;
- Willful disrespect to the authority of the school and / or Christian values;
- Inappropriate language;
- Inappropriate literature, illustrations, images;
- Violation of computer use guidelines;
- Violation of academic honesty guidelines;
- School disturbance;
- Truancy;
- Harassment / Bullying;
- Indecent exposure / Sexual behaviour; or False alarm.

Level 3: Discipline Report Completed and Discipline Action Committee Informed

These offences are major acts of misconduct. They include repetitive acts from Levels 1 and 2, serious disruptions of school order and threats to the health, safety or property of others. The staff member who observes the misconduct will intervene, notify the principal, and complete his/her portion of the Behavioural Incident Report, and give it to the principal. The principal will handle the situation from that point and inform the classroom teacher of these offences. A Discipline Report will be completed by the principal, signed by the parent(s) / guardian(s) and filed in the student's cumulative folder. The Discipline Action Committee will be informed. Level 3 offences may result in long-term consequences, possible recommendation for expulsion and / or referral to law enforcement.

Examples of Level 3 offences include, but are not limited to:

- Possessing, using, being under the influence, or selling substances such as narcotics, alcoholic beverages, vaping, e-cigarettes, cannabis (marijuana), illicit drugs, controlled substances, chemicals, and drug paraphernalia;
- Weapons, dangerous instruments and substances;
- Assaulting a student or a staff member;
- Occult practices;
- Vandalism;
- Gambling;
- Unauthorized use of school communication systems; or
- Possession, distribution, or exhibition of sexually provocative materials.

Level 4: Discipline Report Completed and the Police are Notified

These acts of misconduct are the most serious offences and require a staff member, usually the principal, to notify the Brandon Police Service. A Discipline Report will be completed by the principal and filed in the student's cumulative folder. The Discipline Action Committee will be informed. Level 4 offences will result in a mandatory long-term consequence including suspension with a possible recommendation for expulsion, alternative placement and / or referral to law enforcement.

Examples of Level 4 offences include, but are not limited to:

- Possession of a firearm, destructive device, fireworks, smoke bombs, stink bombs, and similar devices;
- A serious criminal offence (anywhere which has an adverse effect on the testimony of the school); or
- Criminal prosecution.

Interventions & Consequences

Each classroom teacher has a discipline plan for any inappropriate student behaviour in the classroom, hallways, bathroom, or on the playground. The following interventions and consequences are to be implemented after the classroom discipline has been used, unless the behaviour warrants immediate administrative intervention.

Interventions and consequences will be applied as appropriate to the context. They are not designed so that every situation will be covered, nor do they need to be applied in the order that they appear in this document. The CHS *Student Code of Conduct* reflects the responsibilities that students assume when they become part of the school. The principal will use discretion in applying disciplinary consequences for students. The CHS Board recognizes that the use of force as an intervention may be necessary to protect the safety of students or staff members, protect property, or secure order in emergent situations. Where force is applied under these circumstances, staff members exercising this authority must be governed by reasonable restraint.

Communication between the school and a student's parent(s) / guardian(s) is essential. We desire to partner with the parent(s) / guardian(s) to teach and train their children in godly character and conduct.

Based on the level of offence, possible intervention and consequences include:

Level 1 Interventions and Consequences

Discussion

The Principal talks with the student to discuss and reach an agreement regarding the student's behaviour. The parent(s) / guardian(s) will be informed.

Removal of Privileges

Privileges including, but not limited to, access to the playground, library, extracurricular activities and / or bus transportation, are removed under certain circumstances. The parent(s) / guardian(s) will be informed.

Withdrawal from Classroom Setting

Where specific student conduct is deemed to consistently have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment for a set amount of time. The parent(s) / guardian(s) will be informed.

Resource Teacher Involvement

The Resource teacher meets with the student and classroom teacher, and principal, with the specific goal of developing a plan for changing attitudes and improving student behaviour. The parent(s) / guardian(s) will be informed.

Parent(s) / Guardian(s) Meeting

A meeting is held with the parent(s) / guardian(s) to discuss the student's behaviour and steps

that will be taken to change it. The meeting would include the principal, classroom teacher, the parent(s) / guardian(s), possibly the student and other school personnel.

Level 2 Interventions and Consequences

Discussion

The Principal talks with the student to discuss and reach an agreement regarding the student's behaviour. The parent(s) / guardian(s) will be informed.

Removal of Privileges

Privileges including, but not limited to, access to the playground, library, extracurricular activities and / or bus transportation, are removed under certain circumstances. The parent(s) / guardian(s) will be informed.

Withdrawal from Classroom Setting

Where specific student conduct is deemed to consistently have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment for a set amount of time. The parent(s) / guardian(s) will be informed.

Resource Teacher Involvement

The Resource teacher meets with the student and classroom teacher, and principal, with the specific goal of developing a plan for changing attitudes and improving student behaviour. The parent(s) / guardian(s) will be informed.

Parent(s) / Guardian(s) Meeting

A meeting is held with the parent(s) / guardian(s) to discuss the student's behaviour and steps that will be taken to change it. The meeting would include the principal, classroom teacher, the parent(s) / guardian(s), possibly the student and other school personnel.

Restitution / Compensation

The student and / or parent(s) / guardian(s) are required to compensate for damages incurred to school property by an intentional or negligent act. Such compensation may be monetary in nature, but could take alternative forms such as community service or simple cleaning around the school.

Detention

The student is detained at the school for consistently unchanged unacceptable behaviour. Parent(s) / Guardian(s) will be informed.

Suspension from Class by the Teacher

The classroom teacher may suspend a student from class for not more than two days per suspension, according to the Public Schools Act. The teacher must inform the principal and the parent(s) / guardian(s) of his / her decision within a timely fashion.

Suspension by the Principal

When a student's behaviour is injurious or extremely disruptive to another student or a staff member, the student will be suspended at the principal's discretion.

- a. The suspension may be in-school where the student will be detained in a room isolated from the rest of the student body.

- b. The suspension may be out of school where the student will remain at home, unable to attend any school functions during the duration of the suspension.
- c. The principal may suspend a student from the school for not more than five days.
- d. The Board may suspend a student from the school for not more than six weeks.
- e. Students returning from suspensions will attend a re-entry meeting, if requested.
- f. Suspension in excess of five days may be appealed by the parent(s) / guardian(s).
- g. The parent(s) / guardian(s) may make a request to appear before the School Board to make a representation about a suspension. The School Board may, upon receiving such representation, confirm or modify the suspension or reinstate the pupil.

Behavioural Intervention Plan

Behavioural Intervention Plans may be required for ongoing unacceptable behaviour. Such plans with specific goals and expectations are developed by a team that includes the Resource Teacher, Classroom Teacher, principal and parent(s) / guardian(s) to meet a student's social / emotional and behavioural needs. The student may be included in parts of the discussion. Outcomes are clarified in order to meet the behavioural standards agreed upon. Consequences for failure to meet the standards are documented and copies are given to all parties. Such an agreement is documented, with copies provided for all concerned parties.

Outside Agency Involvement

A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., physician, counselor, mental health services, Child and Adolescent Treatment Centre, Child and Family Services, Big Brothers Big Sisters). In all cases, written permission must be obtained from the parent(s) / guardian(s).

Level 3 & 4 Interventions and Consequences

Suspension by the Principal

When a student's behaviour is injurious or extremely disruptive to another student or a staff member, the student will be suspended at the principal's discretion.

- a. The suspension will be out of school where the student will remain at home, unable to attend any school functions during the duration of the suspension.
- b. The principal may suspend a student from the school for not more than five days.
- c. The Board may suspend a student from the school for not more than six weeks.
- d. Students returning from suspensions will attend a re-entry meeting, if requested.
- e. Suspension in excess of five days may be appealed by the parent(s) / guardian(s).
- f. The parent(s) / guardian(s) may make a request to appear before the School Board to make a representation about a suspension. The School Board may, upon receiving such representation, confirm or modify the suspension or reinstate the pupil.

Behavioural Intervention Plan

Behavioural Intervention Plans may be required for ongoing unacceptable behaviour. Such plans with specific goals and expectations are developed by a team that includes the Resource Teacher, Classroom Teacher, principal and parent(s) / guardian(s) to meet a student's social / emotional and behavioural needs. The student may be included in parts of the discussion. Outcomes are clarified in order to meet the behavioural standards agreed upon. Consequences for failure to meet the standards are documented and copies are given to all

parties. Such an agreement is documented, with copies provided for all concerned parties.

Outside Agency Involvement

A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., physician, counselor, mental health services, Child and Adolescent Treatment Centre, Child and Family Services, Big Brothers Big Sisters). In all cases, written permission must be obtained from the parent(s) / guardian(s).

Physical Assault

The aggressor of a physical assault may receive a consequence greater than the student that responds to the aggression. In cases of a student fighting with another student, the principal may suspend the student(s) from the classroom or the building, progressively longer for subsequent offences. In cases of physical assault of a student on a staff member, the principal should first consult the staff member. The police may be contacted at the discretion of the principal or the staff member. A school re-entry meeting with student and the parent(s) / guardian(s) will be required.

Threat Assessment

The school will respond to all student threats to self or others through administrative action or through the school's Emergency Response Plan. Outside agencies and / or police involvement may be requested. The parent(s) / guardian(s) will be informed.

Weapons

In cases of threat with, or possession or use of a weapon by a student, the principal will:

- a. take steps to ensure the safety of students and staff,
- b. call the Police,
- c. confiscate the weapon and release it to either the police or parent(s) / guardian(s) as required by law, and
- d. take disciplinary action.

Student Expulsion

The principal may recommend the expulsion of a student to the Board when it is determined that a student's continued presence at the school is injurious or disruptive to other students. A school Board may expel from the school any student who, upon investigation by the principal and Board, is found to be guilty of conduct injurious to the welfare of the school. The parent(s) / guardian(s) may make a request to the Board for review of an expulsion.

Police Notification

The situation may require the staff member to contact law enforcement for further investigation or reporting. Police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment. The parent(s) / guardian(s) will be notified unless police direct otherwise.

Definitions

Bullying: a behaviour that is **intended** to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying: including social

media, text messages, instant messages, websites or e-mail). It is **repetitive** and demonstrates an **imbalance of power**.

Discipline: the intervention by a staff member that is intended to encourage godly, responsible behaviour and provide all students with a positive school experience, as well as to discourage misconduct. School discipline has three main goals: (1) to ensure the safety of staff and students, (2) to create an environment conducive to learning, and (3) to redirect students to make righteous choices that build godly character.

Discipline Action Committee: a committee appointed by the CHS Board to provide support and accountability to the Principal, and oversee the implementation of the CHS School Discipline and Behaviour Management Policy.

Expulsion: permanent removal of a student from all school activities at the discretion of the CHS Board

Physical Assault: the act of striking or touching a person with a part of the anatomy or an object, with the intent of causing hurt or harm.

Possession: having on one's person or in an area subject to one's control on school property or at a school activity. For example, a student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal will not be considered in possession of a weapon.

Reasonable Accommodation: the school's obligation to address student needs that stem from the protected characteristics specified in Manitoba's *Human Rights Code*, and as understood according to the CHS Constitution as interpreted by the CHS School Board, such as physical or mental disabilities, et cetera, that affect the individual's ability to access educational / school services or facilities. The measures to accommodate special needs will be reasonable and required unless they cause hardship due to cost, risk to safety, impact on others, or misalignment with the CHS Constitution.

Restitution: a collaborative problem-solving process, which focuses on making things right and resolving conflicts. Its goal is to help students become self-directed, self-disciplined and able to solve the problems they become involved with.

Weapon: anything used, designed to be used or intended to be used (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm.

GRIEVANCE PROCEDURE

1. When anyone feels that they have been wronged by any action taken regarding this policy, the following is the proper biblical procedure that should be taken. It is based on the principles of Matthew 18:15-17. The pattern has been modified slightly to fit the circumstances.
2. The first step must always be to go directly to the person who initiated the action. This will usually be a staff member. By respectfully asking for a review of the action taken and rational discussion, most disagreements can be resolved.
3. If there is not satisfactory resolution after the initial step, the parent / guardian who is dissatisfied may make direct referral to the principal. If the disagreement is with actions taken

by the Principal, then reference is made to the chairperson of the Discipline Action Committee (DAC), who will then undertake mediation.

4. If there is still disagreement, the unsatisfied person may ask for a special meeting of the DAC. The DAC will hear the evidence and present a recommendation to the board. The board will consider the recommendation and make a ruling.
5. At no time should individuals gossip, publicly complain, start petitions or involve others in an attempt to direct public opinion to their cause. There are biblical injunctions against such actions.

EXPULSION/APPEAL

Student Expulsion

1. In extreme cases or in the event of a severe incident, the student will be suspended by the Principal (up to five school days) and the situation is immediately referred to the Discipline Action Committee (DAC). The Discipline Action Committee is the Executive of the Board and, within five school days, will respond and may recommend to the Board that the suspension be extended by the Board or that the student be expelled.
2. The Board can suspend a student for up to 6 weeks of school.
3. At any point, the Board has the power to expel a student - with or without a DAC recommendation.

Appeal

1. The parent(s) / guardian(s) have the right to appeal the recommendation of the DAC to the Board.
 - a. The DAC must act within five (5) school days of the incident.
 - b. The appeal to the Board must be made within five (5) days after the parent(s) / guardian(s) hear from the DAC.
 - c. Within five days of the appeal, the Board will make a decision. This decision is final.

Note: Board members are cautioned to hear appeals only as presented in a formal hearing. Individual communication with respect to an appeal in process is a conflict of interest and compromises the process.

2. In a case where the Board makes a summary expulsion without DAC input, the parent(s) / guardian(s) have the right to appeal the expulsion within ten (10) school days. The Board will hear the appeal and will, within three (3) school days, render its final decision.
3. Students who have been expelled may have applications for re-admission considered for the next academic year, but not sooner than six (6) months after the expulsion. In such cases a thorough review of the student's performance during the period of expulsion will be conducted.

STUDENT BEHAVIOURAL INCIDENT REPORT

Date: _____ Time: _____

Student Name: _____

Other Students Involved: _____

CHS Staff Member Completing the Report: _____

CHS Staff Member Report (to be filled out by the Staff member named above):

Principal Comments (to be filled out by the Principal):

Action Taken: _____

How and when were the parent(s) / guardian(s) notified? _____

Offense Level: 1 2 3

STUDENT DISCIPLINE REPORT

Date: _____ Time: _____

Student Name: _____

Explanation:

Offense Level: 1 2 3 Action Taken: _____

Parent(s) / Guardian(s) Signature(s): _____

Parent's / Guardian's Response: _____

Parent(s) / Guardian(s), please return one signed copy of this form to the school office.

SCHOOL WIDE DISCIPLINE PLAN

The school wide discipline plan covers rules outside the classroom. It is based on the discipline philosophy at the beginning of this handbook. When rules of the school are broken, the situation should be dealt with by the overseeing supervisor as soon as possible in a manner appropriate to the philosophy of this discipline plan.

All people must be treated with dignity and respect as bearers of God's image. This includes self, teachers, supervisors, visitors coming to the school and other students.

The discipline plan applies from the time students are dropped off in the morning until they are picked up after school, and it also applies to all school functions.

ALL STAFF WORKING AT THE SCHOOL HAVE THE AUTHORITY AND RESPONSIBILITY TO ENFORCE SCHOOL RULES.

Our working environment and individual property must be respected and appreciated. We will appreciate the gifts God has given us.

Follow the directions of school staff and volunteers.

THE CLASSROOM DISCIPLINE PLAN

Each teacher or team of teachers has developed a classroom discipline plan. These plans consist of five parts:

1. The basic philosophy statement.
2. Basic classroom rules.
3. Rewards for following the rules.
4. Consequences for breaking the rules.
5. A by-pass statement for severe cases.

Copies of each plan are included with this handbook.

SCHOOL RULES

1. Respectfully follow the directions of school staff and volunteers.
2. Students must remain on school property during the school day. The following areas are "Out of Bounds" without specific permission:
 - the neighbors' property outside the tree line
 - the office
 - the basement
 - the kitchen, except for grade 7/8 students running the milk program
 - upstairs
 - parking lot
3. Move in an orderly way around the foyer and hallways. Keep coats and boots in the proper place.

4. Treat all visitors with respect.
5. Playing with balls or hockey sticks is not allowed on the deck.
6. Skate guards must be used when skates are worn in the school.
7. Bicycles must be parked in the bike racks during the school day. Do not sit on bikes while they are in the racks.
8. Throwing snowballs, climbing trees, building forts, play-fighting and pushing people off snow piles are not allowed. EXCEPTION: Grade 5-8 students can climb the trees east of the far gaga ball pit and east swings.
9. Hats are not worn in school buildings.
10. Students must not carry weapons or knives.
11. Electronic devices such as video games, iPods, cell phones, etc. may not be used at school.
12. Leaving the school during school hours:
Students may leave only under the following circumstances:
 - anyone with a specific note of permission at lunch time
 - students going home for lunch with parent permission
13. Breaks and Lunch Hours
Keep hallways clear. No Loitering.
Lunch hour: all students eat lunch in their homeroom.

KINDERGARTEN - GRADE 2 DISCIPLINE PLAN

We want to show love to those within our classroom and around the school. We can do this by being courteous to one another and showing respect.

CLASSROOM RULES

1. Give quiet attention to the teacher during instruction time.
2. Raise your hand when you have a question or something to contribute.
3. Remain in your seat unless permission is given.
4. Listen to other students when they are speaking.
5. Do not interrupt others, take turns speaking.
6. Be kind to others.
7. Respect other's property.
8. Encourage, praise, and respect others.
9. Participate in maintaining classroom cleanliness.
10. Clean-up work/play area before going to the next activity.
11. Perform your daily clean-up duties.

12. Follow the "Golden" rule.
13. Maintain cooperative behavior in class and on the playground.
14. Find a quiet activity to do when finished the assigned work.
15. Respect others' work time by not interrupting or interfering.
16. Do not throw objects around the class.
17. Do not run in hallways.
18. No shouting.
19. Take care of personal belongings.
20. Hang coats and put lunches in cubby hole/lockers.
21. Put garbage in the garbage bin.
22. Keep the classroom neat.

POSITIVE CONSEQUENCES

1. Praise for good behavior
2. Special privileges/responsibilities
3. Stickers for kind and helpful behavior and work well done
4. Grade 3 & 4 - tokens/bonus points that may be exchanged for rewards
5. Note or phone call home

NEGATIVE CONSEQUENCES

1. Verbal warning / resolution of the problem
2. Grade 3 & 4 - loss of token /bonus point
3. Time Out - temporary isolation
4. Loss of privilege
5. Note or phone call home

SEVERE CASES

Severe cases will be referred to the office, at which point the Administration Discipline Plan takes effect.

GRADE 3 DISCIPLINE PLAN

We want to show God's love to those within our classroom and around the school. We can do this by being courteous to one another and showing respect.

Classroom Rules

1. Listen attentively to the teacher during instruction time.
 - Raise your hand when you have a question or something to contribute.
 - Remain in your seat unless permission is given.
 - *Give 5* to the teacher: Eyes on teacher, mouth closed, ears listening, hands and feet quiet, body still.
 - Follow rules and instructions.
 - Do your work to the best of your ability.
2. Listen attentively to fellow classmates when they are speaking.
 - Take turns
 - Don't interrupt

3. Be kind to others.
 - Respect other's property
 - Encourage, praise, and respect others.
 - Work and play cooperatively with other students.
 - Keep your hands to yourself.
4. Participate in maintaining classroom cleanliness.
 - Do your classroom job daily.
 - Keep your desk neat and organized.
 - Put outdoor clothing and lunch bags in your locker
 - Keep your locker organized.
5. Put your best effort into your work.
 - Read and follow instructions carefully
 - Find a quiet activity to do when assigned work is finished.
 - Return agenda each day.
 - Return homework on time.
6. Participate in maintaining order in the building.
 - Walk in the hallways
 - Put garbage in the garbage and recycling containers.
 - Use an indoor voice in the school.

Positive Rewards

1. Praise
2. Special privileges
3. Students earn stickers each week-once they have a full chart, they earn a reward from my prize bucket.
4. Activity period-if students have worked hard during the week, they earn an activity period.

Consequences for Negative Behavior

1. Warning
2. Lose a line on behavior chart
3. Lose a privilege
4. Note home

GRADE 4 DISCIPLINE PLAN

Follow our class covenant:

- Raise our hand before we speak.
- Talk politely to and about others.
- Try our best. Always.
- Listen to whoever is speaking without interrupting.
- Respect teachers and others.
- Always do our homework.
- Be kind and gentle.
- Control ourselves.

- Use our indoor voices.
- Keep our hands and other body parts to ourselves.
- Put stuff away when we are done.
- Be fair.
- Sit, stand, and don't cause a problem.
- Pay attention always.
- Include everyone.
- Respect and care for our belongings.

If these expectations are not met:

1. Since clear and attainable expectations for student behavior have been set, a verbal reminder is given in class to follow expectations.
2. Discuss issue privately with student and if behavior persists a meeting with the parents will be held.
3. A daily log book describing the students day would be a strategy for monitoring behavior. This log would be initialed by parent and returned the next day.
4. The principal would be invited to discuss issues with student. Another meeting with parents and principal and classroom teacher would follow if needed.

GRADE 5-6 DISCIPLINE PLAN

OUR GOAL:

That the environment of our classroom and school will be one that glorifies God, encourages our classmates & teachers, encourages learning and provides opportunity for personal growth for each individual.

Expectations

1. Be on time with all necessary materials.
2. Follow directions & complete assignments & homework.
3. Respect others, self, equipment, and furnishings in classroom and school.

Policies

1. Late assignments will be assessed a 10% penalty per day late up to a maximum of 50%, at the teacher's discretion.
2. Disruptions will be dealt with in the following steps:
 - a. Warning
 - b. Isolation from peers and/or removal from classroom
 - c. Detention
 - d. School discipline plan takes effect
3. Agendas are to be initialed by a parent/guardian daily & returned to school.
4. Parents of students exhibiting ongoing difficulties with tardiness, lack of preparation, and/or incomplete assignments will be contacted by the teacher.

GRADE 7/8 DISCIPLINE PLAN

GOAL

We want to create an environment where God is glorified through our actions, speech, and love. We are striving to do our best in all areas so that each student experiences growth throughout the year.

EXPECTATIONS

1. Be **on time** and **prepared** for all classes.
2. Full participation in activities.
3. Assignments are completed on time & directions are followed as given.
4. Respect is shown to students, staff, and property at all times.
5. Build one another up.

POSITIVE CONSEQUENCES

1. A positive learning environment is created where students are able to move forward with their learning & growth.
2. Special recognition (For example: notes home, awards, etc.)
3. Special privileges or responsibilities.
4. Praise for good behaviour or exceptional work on an assignment / project.

NEGATIVE CONSEQUENCES

1. Assignments are due at the beginning of the day on the date stated. After that date, students will lose 10% for each day that it is submitted late. If an assignment is handed in more than five days late, it may not be corrected and the student may receive a zero - at the discretion of the teacher.
2. Classroom disruptions will result in a warning first. If disruption persists, the student may be sent out of the room, sent to the office, and/or issued a discipline slip, which will be kept on file.
3. Loss of privilege.
4. Note or phone call home.

SEVERE CASES

Severe cases will be referred to the office, at which point the Administration Plan takes effect.

CONSTITUTION OF CHS SOCIETY OF BRANDON INC.

PREAMBLE:

Believing that it is our duty and privilege as Christian parents to provide Christian Education for our children, (Proverbs 22:6, Deuteronomy 6:6-9 and Ephesians 6:1-4) and believing that this can best be accomplished by concerted action, we hereby adopt the following articles of association:

1. **NAME:** The organization shall be known as the Christian Heritage School Society of Brandon, hereinafter referred to as the Society.
2. **EDUCATIONAL PRINCIPLES:** The supreme standard of the Society shall be the Scriptures of the Old and New Testaments here confessed to be in their entirety the written and inspired Word of God and the absolute rule of faith for life, which for the area of education is articulated in the following statement of principles:
 - (a) Creation: that in their education, children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration and governance directs all things to the coming of His Kingdom and glorification of His name. (Colossians 1:16-18)
 - (b) Sin: Man's sin brought upon all mankind the curse of God. That because man's sin alienates him from his Creator, his neighbour and the world, distorts his view of the true meaning and purpose of life and misdirects human culture, man's sin also corrupts the education of children. (Ephesians 2:1-6)
 - (c) Jesus Christ: that, through our Saviour, Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling. (John 14:6, John 16:13-15)
 - (d) Human Life: that human life cannot be neutral. If, in its entirety, including learning and teaching, human life does not express itself in service to God, as He reveals Himself in the Scriptures, it must serve some form of idol.
 - (e) Schools: that the purpose of Christian Schools is to educate children for a life of obedience to their calling in this world as image bearers and servants of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task. (2 John 1:6)
 - (f) Parental Responsibility: that the Christian education is a parental responsibility which may be delegated by parents to a parentally controlled Christian school. While deriving its authority in subject matter from faithfulness to the laws of God as revealed in Scripture and the creation, the Christian school acts with delegated parental authority in matters of discipline and character training.

- (g) Teachers: that Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school. In addition to possessing the highest academic standards possible, the teacher, as a believer in the Lord Jesus Christ must reflect at all times both by word and example the love of Christ and the honour of God. (Titus 2:1 & 11,12)
 - (h) Pupils. That Christian schools must take into account the variety of abilities, needs and responsibilities of young persons; that the endowments and calling of young people as God's image-bearers require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians, and that only with constant attention to such pedagogical concerns will education be truly Christian.
 - (i) Community. That because God's redemption embraces the whole Christian community to which parents and their children belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents but also of their Christian community to establish and maintain Christian schools, and to pray for and give generously in their support.
 - (j) Educational Freedom. That Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.
3. **PURPOSE:** The purpose of the Society is the establishment, operation and maintenance of Christian elementary and secondary day schools in which the curriculum and academic standards shall be at least equivalent to that required by the Manitoba Department of Education, with all instruction to be in accordance with the Educational Principles set out above.
4. **POWERS:** The Society is empowered through its Board to purchase, lease, own, mortgage and sell land and buildings in the City of Brandon and its environs, to borrow and lend monies, to employ persons and to enter into contracts.
5. **BOARD AND OFFICERS:** There shall be no fewer than seven Board members, all of whom shall be elected in such manner and hold office for such terms as set out in the Society's Bylaws. The Board appointed officers of the Society shall be: President, Vice President, Secretary and Treasurer.
6. **MEMBERSHIP:**
- (a) Membership shall be open to Christian (John 14:6, Acts 4:12) adults who sign and give sufficient evidence of a whole-hearted agreement with the Educational Principles, who are desirous of aiding in the achievement of the objectives of the Society, and who have paid the prescribed fees and assessments.
 - (b) The Board shall decide upon the acceptance or rejection of each application, and shall advise the applicant in writing. No other act of the Society shall constitute acceptance of an applicant as a member.
 - (c) Any member may withdraw honourably from membership in the manner set out in the by-laws.

(d) The Society may, for cause, terminate the membership of any member in the manner prescribed in the by-laws.

7. **ACCEPTANCE OF EDUCATIONAL PRINCIPLES:** The principals and teachers will be required to declare their unconditional acceptance of the Educational Principles.

8. **BY-LAWS:**The Society shall adopt and may from time to time amend such by-laws as it deems necessary for the proper conduct of its affairs. By-laws shall be adopted or amended by a two-thirds vote of the members present and voting at any duly constituted meeting.

9. **MEETINGS:**

(a) The Annual General Meeting shall be held in March or April each year.

(b) Regular meetings shall be held as set out in the by-laws.

(c) All other meetings shall be known as special meetings and shall be held at the call of the President, or upon demand of the number of members set out in the by-laws.

10. **SUSPENSION:** The activities of the Society may be suspended at any duly constituted meeting, notice having been given as set out in the by-laws. A motion to suspend shall require a vote of at least two-thirds of the members present and voting at any duly constituted meeting. A motion to suspend shall not be in order unless it includes specific instructions to the Board as to the care and safekeeping of any real property and other assets held by such Board.

11. **DISSOLUTION:** The Society may be dissolved at any duly constituted meeting, notice having first been given as set out in the by-laws. A motion to dissolve shall not be in order unless it includes specific instructions to the Board as to the disposition of any real property and any other assets held by such Board, all in accordance with the Religious Societies Lands Act of Manitoba, and any other statutes which apply.

12. **AMENDMENT OF THE CONSTITUTION:**

(a) Notice of amendment of the Constitution must be given as set out in the Bylaws. Except as required in section (b) hereof, the Constitution may be amended by a two-thirds vote of the members of the Society present and voting at any duly constituted meeting.

(b) The following articles of the Constitution may be amended only by a vote of 90% of the members present and voting at any duly constituted meeting:

Article 2 - Educational Principles

Article 6 - (a) Membership

Article 7 - Acceptance of Educational Principles

Article 11 - Dissolution January 11, 1976

Article 12 - Amendment of the Constitution April 11, 1994

BYLAWS

of Christian Heritage School Society of Brandon Inc.

All terms using the male gender in this document refer to both male and female.

1. **All Meetings:** The President shall chair the meeting. In the absence of the President, the Vice-President shall take the chair and conduct the meeting. In the absence of the Vice-President, the Secretary shall take the chair, and, in his absence, the Treasurer. If a meeting is duly called with proper notice, and none of the above-mentioned officers are present, the meeting may elect its own chairman, and, a quorum being present, may conduct the business of the Society.
2. **Annual Meeting:** The Annual General Meeting shall be called in accordance with the Constitution at the time and place selected by the Board .
3. **Regular Meetings:** There shall be one regular meeting each year in October or November at a time and place selected by the Board .
4. **Special Meetings:**
 - (a) A special meeting may be called at any time by the Board at a time and place selected by the Board.
 - (b) A special meeting must be called by the Board upon receipt by the Board Secretary of a written demand for the same signed by at least one-quarter of the members of the Society. Such meeting shall not be later than twenty-one days following receipt of such demand.
5. **Notice:**
 - (a) Except as provided in paragraph (b) hereof, notice and agenda of every meeting shall be given to all members at least fourteen days prior to such meeting. Such notice may be given by letter, telephone or announcement.
 - (b) No question of amendment of the Constitution or By-laws and no motion to suspend or dissolve the Society shall be in order unless written notice thereof including the wording of any proposed amendment has been sent by mail or personal delivery at least twenty days prior to such meeting.
 - (c) The accidental omission of notice to any member shall not invalidate part or all of the proceedings of any meeting except in the case of any motion which requires a vote of 90 percent of the members present and voting. A Post Office acknowledgement of delivery shall be satisfactory evidence of notice.
6. **Quorum:** Twenty percent of the members of the Society shall constitute a quorum. In the event a quorum does not exist, the meeting shall be adjourned for one week. The members present at the reconstituted meeting shall constitute a quorum.
7. **Rules of Order:** On all matters not specified in the Constitution or By-laws, or by resolution of the Society, the conduct of meetings shall be in accordance with Robert's Rules of

Order (Revised).

8. **Voting:**

(a) Except for those matters requiring a two-thirds or 90 percent vote of the members present and voting at any duly constituted meeting, all decisions of the Society shall be made by a majority vote of members present and voting, that is, more than half of the votes cast, excluding blank ballots.

(b) The President, or anyone acting in the position of Chairman, shall not vote, but in the event of a tie, he may cast the deciding vote. If he chooses not to vote, the resolution is negated.

(c) At committee meetings only, the committee Chairman shall have a vote, but in the event of a tie, he shall not have a second vote. Where there is an equality of votes, the resolution is negated.

9. **Application for Membership:**

(a) Application for membership in the Society must be made to the Board Secretary in writing on the form supplied for this purpose, and must be accompanied by the prescribed fee and a signed copy of the Educational Principles.

(b) The Board may require a prospective member to be interviewed in order to satisfy the Board that the applicant meets the requirements for membership as set out in the Constitution. The Board shall instruct the Board Secretary to notify each applicant in writing of his acceptance or otherwise. The Board Secretary shall return all fees and monies to applicants not accepted.

(c) Wherever the word "member" is used in these By-laws it shall refer to members whose applications have been accepted and who are members in good standing unless the context requires otherwise.

10. **Withdrawal from Membership:** Any member who is not in arrears with his fees and assessments may apply in writing to the Board Secretary to withdraw from the Society effective 30 days after receipt of such notice. The Board Secretary shall report the circumstances to the Board which shall decide on the request. The Board may make such financial arrangements as it deems to be in the best interests of the Society.

11. **Expulsion:**

(a) The Board may terminate the membership of any member for non-payment of fees or assessments, or on account of any act or omission on his part which shall be found not to be in conformity with the Educational Principles. A member may also be expelled for unchristian/immoral conduct or for sowing discord/dissension in the Organization. Such action may be taken only after attempts to reconcile have been made.

(b) The member so expelled shall be notified in writing and shall be reimbursed for any pre-paid tuition and assessments not due at the expulsion date. He shall not be entitled to any further reimbursements.

(c) Where a member has been expelled other than for non-payment of tuition or assessments, the continued attendance of his children or wards at any Society schools shall be at the

discretion of the Board.

12. **Fiscal Year:** The fiscal year for the Society shall run from July 1 to June 30 to comply with the requirements for Manitoba government funding.

13. **Auditors:** The Board shall be responsible to appoint auditors, as required, for the ensuing fiscal year.

14. **Signing Officers:** Signing officers shall be appointed by the Board each year at its first meeting after the election of officers. Cheques shall require two signatures.

15. **Election of the Board:**

(a) Prior to each annual meeting a nominating committee shall be appointed by the Board from among its members. The nominating committee shall propose a slate of nominees. Nominations may also be submitted by the Society membership. The appropriate nomination forms must be filled out and submitted to the Board Secretary 21 days prior to the annual meeting. The nomination committee will review the submitted names to ensure they are members in good standing and if so, add these names to the slate of nominees. If more persons are nominated than there are positions to be filled, voting shall be by ballot. One Board member and two scrutineers chosen at the meeting shall tally and report the ballots cast.

(b) There shall be no fewer than seven Board members. Each Board member shall be elected for a three year term.

(c) Any vacancies which arise on the Board shall be filled by the Board which shall name a member to act for the balance of the un-expired term, or until the next annual meeting, whichever occurs first.

(d) Only one member per household may be elected to the Board.

(e) No person under the employ of Christian Heritage School Brandon, Inc. or their family members will be eligible for Board membership, with the exception of the administrative assistant position. Family members include immediate family members (spouse, parent, child, sibling) and in-law family members (father-, mother-, brother-, sister-, son-, or daughter-in-law).

16. **Directors and Their Duties:**

(a) The term of office for Board members shall begin June 1 following the annual meeting and terminate May 31 of the appropriate year. The Board ordinarily shall meet once a month. At its first meeting after the annual meeting the Board shall elect out of its midst the following directors for the current year; President: Vice-President: Secretary: Treasurer. The Board shall maintain the Constitution and Bylaws and establish policies of the schools.

(b) The President shall preside at all meetings of the Board, and of the Society, and enforce the provisions of the Constitution, By-laws and policies. He may attend, ex-officio, any committee meetings.

(c) The Vice-President shall substitute for the President when required.

(d) The Board Secretary shall oversee the Board and Society minutes, Board and Society

correspondence, and all official documents and records of both.

(e) The treasurer shall oversee the receiving and disbursement of funds of the Society as directed by the Board and the Society.

17. **Committees**

(a) At its first meeting after the annual meeting, the Board shall appoint committees as deemed necessary.

18. **School Funds:**

(a) The Treasurer shall maintain a separate Educational Aid Fund, and shall deposit therein all contributions made to such Fund. The purpose of the Fund is to provide loans or grants to member families who are financially unable to pay tuition for their children. A report shall be made to each annual meeting of the status of the Educational Aid Fund. Suggestions or requests for loans or grants may be submitted to the Financial Resources Director who shall make recommendations to the Board.

(b) The treasurer shall maintain a separate Building Fund and shall deposit therein all contributions made to such fund. The purpose of the fund is to receive and accumulate money for the specific purpose of purchasing lands for school buildings and playgrounds, and for the purpose of purchasing and/or constructing school buildings together with the necessary fixed appurtenances. Money in such fund may only be expended by resolution of the Society at any duly convened meeting.

(c) The treasurer shall maintain a separate General Operating Fund, and shall deposit therein all contributions made to such fund, together with any other contributions received but not directed to one of the other special funds. It shall be used for the day to day operating costs of the schools.

19. **Students:** The Board will accept students only after individual consideration. The Board's decision will be final.

20. **Tuition:**

(a) The tuition shall be fixed by the Board prior to June 30th in each year. The tuition shall be a fixed fee for the first student in a family and reduced fees for succeeding members, with a maximum for each family. The Board may establish one tuition fee for the children of Society members, and a different fee for the children of non-members.

(b) A non-refundable deposit of \$100.00 per family will be required by April 30 to guarantee re-enrollment. Prepayment of total annual tuition may result in tuition reduction set annually by the Board. Monthly tuition fees shall be paid by post dated cheques unless otherwise approved.

(c) The Board may refuse to receive into or retain in the schools any child or children whose tuition, being due, has not been paid in full.

(d) The Board may expel from the schools any child whose conduct is detrimental to the Christian education of the other children.

(e) If a child is expelled, the Board shall determine the portion of tuition, if any, to be refunded.

21. **Membership Fees:**

(a) There shall be an annual membership fee set by the Board.

(b) Membership fees are non-refundable. Acceptance of membership fees does not, however, require the Schools to enroll a particular child or children who are not otherwise entitled to be enrolled.

(c) At any meeting the Society may, upon recommendation of the Board levy such special assessments as may from time to time be required. Such assessments shall be paid by all members within the time provided.

22. **Staff:**

(a) All staff members shall be appointed by the Board after careful consideration of their spiritual, academic, and physical qualifications. They shall be appointed for such terms, salaries and other conditions (except as herein expressly provided) as the Board may determine.

(b) All staff members must declare their unconditional agreement with the Educational principles. They must be scripturally sound in their teaching and must lead exemplary lives.

(c) All paid staff members shall be under individual contracts with the Society. Both parties shall abide by the terms of the contract. The contract becomes null and void when either party fails to abide by its terms. The Board has the authority to dismiss a staff member who proves to be unfit for the work because his instruction or personal life conflicts with the Educational Principles.

23. **Inter-Denominational Distinctives:** Curriculum shall include teaching of the Bible but it must leave to the discretion of the home and the Church those theological questions that have to do with denominational differences.

24. **Declaring Positions Vacant:** If a Board member is absent, without acceptable reasons, from three or more consecutive Board meetings or unable to fulfill the requirements of office, the Board may declare that Board member terminated, and may fill such vacancy in the manner provided.

25. **Bonding:** The officers and employees of the Society, or as many of them as are required by law or by resolution of the Society, shall be bonded in a manner and in such amounts as may be decided from time to time by the Board. The cost of such Bonding is to be borne by the Society.

26. **Address:** The address of the Society shall be care of the Board Secretary.

27. **Books And Records:** The books and records of the Society, except for the detailed records of free-will offerings and of the Educational Aid Fund, may be inspected by any member, in the presence of a Board member, at any Annual Meeting, or at other times and places, that the Board may authorize.

ADMISSION POLICY

Dear Parent(s) / Guardian(s),

Thank you for your interest in Christian Heritage School (CHS). We are pleased to provide you with our Admission Application package. We are a non-profit, non-denominational, funded independent school that has been working with families since 1975. Our mission statement is “Together build a caring, Christian learning community that is dedicated to training minds, inspiring hearts and shaping character to equip our students for a life of passionate faith, pursuit of excellence, and joyful service to the Lord Jesus Christ.”

Please read the attached material carefully. If you would like to begin the application process, please complete all the attached forms and include copies of all requested documents. The **non-refundable application fee of \$25/family** must be included with all forms and submitted to the school office:

Christian Heritage School, 2025 26th Street, Brandon, Manitoba, R7B 3Y2

If you have any questions, please do not hesitate to contact our office. The phone number is 204-725-3209 or you may send an email to office@chsbrandon.ca. We will contact you shortly after the application is received to set up an interview with your family.

May God richly bless you as you seek His will in making this important decision.

For His Kingdom,

CHS Board of Directors

Admission Procedure

The application procedure, selection process and associated information of relevance that govern the admission of children to CHS are outlined below. Admission to CHS is based on an application process, whereby when complete, the student may be given the opportunity to register at CHS.

1. Family Admissions

- a) We/I understand and accept Christian Heritage School’s Statement of Faith as outlined in the CHS Constitution.
- b) Our family desires a distinctively Biblical Christian education and is committed to working with other families in “training up our children in the way they should go” (Proverbs 22:6).
- c) Our family is prepared to financially commit itself to the costs of operating Christian Heritage School.

- d) We/I, the parent(s) and the child(ren) who desire to enroll, are Canadian Citizens, have Permanent Resident Status or are living here on a valid work or study permit.
- e) At least one parent / guardian will attend the New Family Orientation meeting in September.

2. Student Registration

- a) It is vital that CHS is provided as much information as possible during the application process so that a proper assessment of the student's application can be formulated. The school must feel confident that a child's needs can be properly met while he or she is in attendance at the school. If there is doubt of this possibility, the Admission Committee cannot, in good faith, make a recommendation for the student's admission to CHS.
- b) Kindergarten and Grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the school year of enrollment. Government funding regulations require that parent(s) / guardian(s) supply the school with proof of age.
- c) In order for the home and school to work together in harmony, there must be agreement with the methods and process of discipline. The first three months are considered an evaluation adjustment period, during which time we expect to see student(s) and parent(s) / guardian(s) adhering to the CHS codes of conduct. At any time during this probationary period, it may be necessary to review the enrollment. The school has the option to extend a student's probationary period or disallow continued attendance, based on the student's academic, social, emotional, or behavioural needs. The parent(s) / guardian(s) may appeal to the CHS Board. The CHS Board's decision will be final.
- d) Administration will determine whether more information is needed. Previous schools may be contacted and students may need to be assessed.

3. Admission Procedure

- i. Parent(s) / Guardian(s)
 - a) Submit the completed admission application packet.
 - b) When the application is submitted and any necessary assessment is complete, the Principal will arrange an interview.
- ii. Interview
 - a) The Principal, with one Board member, will meet with all the parent(s) / guardian(s).

- b) This interview is intended to acquaint parent(s) / guardian(s) with the particular characteristics of CHS. Parent(s) / Guardian(s) will have an opportunity to ask questions and tour the campus. The interviews usually take approximately 45 minutes.

4. Orientation Sessions

- a) All parent(s) / guardian(s) new to the school are required to attend the New Family Orientation session held in September. This session includes information about the history, vision, and purpose of CHS, the school handbook, lines and methods of communication, and the rights of society membership.

Considerations in Affirming or Declining Acceptance

- Parent(s) / Guardian(s) need to affirm and support the constitution, vision, mission and core values of CHS. Biblical Christian education is the foundational aspect of the school program and parent(s) / guardian(s) need to acknowledge that articles of faith arise in the daily process of teaching in the classroom and all school activities. This includes athletics, performing arts, recess and lunch break programs, and the Before and After School Care Program.
- The CHS Administration, in conjunction with the Board of Directors, retains the authority to require the withdrawal of any student, whose parent(s) or Guardian(s) or family are found to be undermining the leadership or staff of Christian Heritage School or causing disharmony within the school community.
- Failure to disclose pertinent information (i.e. resource needs, medical issues, behavioural problems, etc.), including past or present circumstances that, in the opinion of the Principal, directly impact the overall well-being of the student and the student community may result in the declining of admission or rescission of the enrollment status of the applicant student at the time the information comes to the attention of the Principal. This may result in a student being asked to leave during the academic year.
- Special consideration will be given to admission for siblings of current students in good standing at CHS. However, it does not guarantee admission of any new applicant. The application fee is waived for siblings of current CHS families.
- Families with students returning for another year shall be in good standing and there shall not be financial arrears on the family account.
- Other factors taken into consideration by the CHS Board and Principal include prompt payment of applicable fees of significance, class size, numbers of behaviourally or academically challenged students currently enrolled in a particular grade and if a currently enrolled student has been placed on probationary status and whether the behavioural issues have significantly improved.

- The CHS Board's decision will be final.

Special Needs Admission Guidelines

Christian Heritage School recognizes that our mission extends to all students and we embrace the *Philosophy of Inclusion* as described in *Appropriate Educational Programming: A Handbook for Students Service* (MECY, 2007). We also support MECY's statement, as found in the *Appropriate Educational Programming: Standards for Students Service* (MECY, 2006, page 3) which specifies that there must be reasonable accommodation of students' special needs unless they demonstrably give rise to undue hardship due to cost, pose concerns regarding safety, impact on others or other factors. All other admission procedures and considerations apply.

Special Needs Admission Process

1. Any student applying to CHS with a file containing documentation of special needs and support services will be referred to the Resource Department to assist Administration in making an informed decision.
2. As soon as reasonably practical, a member of the Resource Team will examine the file and take the needed steps to gather information related to the admission process. This may include interviewing the student, meeting with the parent(s) / guardian(s), meeting with staff that would potentially be working with the student and contacting other professionals that can support the process. The Resource Team will work with Administration to determine whether CHS can address the student's needs through differentiated instruction, adaptations to the learning plan, and / or an Individualized Education Plan.
3. The information will be reviewed by Administration and a recommendation will be made. Administration will make a decision with the Admission Committee whether it is in the best interest of both the student and CHS to grant admission.
4. If the student is accepted, an Individualized Educational Plan (IEP) will be developed and the parent(s) / guardian(s) will be consulted with respect to the formulation and implementation of the student specific plan.
5. Students with special needs will be re-assessed and their admission to CHS will be reviewed every year. As well, a student's status may be reassessed (as necessary) at any point during the year based on consultations with the teachers, the Resource Team, and / or the parent(s) / guardian(s). This assessment, including its timing, will be the responsibility of Administration. The ultimate decision regarding a student's status remains with Administration.
6. In the event of disagreements or disputes related to admission and reassessment decisions, the parent(s) / guardian(s) may appeal to the Principal in writing regarding a decision that has been made. The Principal will forward the appeal to the CHS Board for review and final decision.

Conditions of Registration

In submitting this application; I/we understand that:

1. Administration will need to have access to school records and may consult with teachers and other professionals who have worked with my/our child(ren).
2. The grade placement of my/our child(ren) will be made upon the recommendation of the Principal and Resource Team in consultation with the parent(s) / guardian(s).
3. Classroom enrolment limits, depending on the grade level and composition, may result in some applicants being placed on a waiting list.
4. The discipline of my/our child(ren) will be administered at the discretion of the Teacher, under the supervision of the Principal and in keeping with CHS policy.
5. Administration, in consultation with the CHS Board, reserves the right to dismiss any student whose conduct and refusal to co-operate in the education process is viewed as a detriment to the standards, goals and objectives of the school.
6. In cases where satisfactory evidence is provided to CHS that one parent / guardian has been granted custody or has primary decision making for the child's education, pursuant to an agreement or court decision, only the custodial parent's / guardian's signature is required for the application to proceed.
 - a) Parent(s) / Guardian(s) must provide CHS with a copy of the latest custody agreement as part of the registration process. A complete copy of the most recent Court Order must be submitted to Administration. Registration will not be complete until this has been received.
 - b) If the Court Order changes, notice must be given to Administration in writing.
 - c) In the absence of a Custody Agreement or Court Order, both parent(s) / guardian(s) will be treated as equal as far as parental rights and responsibilities are concerned.
7. When a Protection Order, sometimes called a Restraining Order or Prevention Order is in effect, a copy must be submitted to Administration with a copy of the most recent Court Order and a picture of any persons to whom the Protection / Restraining / Prevention Order applies.
8. Parent(s) / Guardian(s) may submit a completed and signed Application for Society Membership after attending the New Family Orientation session in September. There is an annual \$20 membership fee which is included as part of the tuition after the applied for membership is approved by the CHS Board. The details of Society Membership are included on its application form.

9. Our/my child(ren) will go on scheduled field trips and attend/participate in school sponsored activities (ie. Christmas program, Track & Field, etc.).

I/we have read the CHS Constitution and this Admission Policy, and I/we are in agreement with them. We support the purpose of CHS to have our child(ren) instructed in accordance with the Educational Principles laid out in the CHS Constitution, towards the end that the child(ren) may be well prepared to know, love, and serve Jesus Christ completely and responsibly in every area of life.

Name: _____ Signature: _____

Name: _____ Signature: _____

Society Membership

1. Parents/Guardians must submit a completed and signed Application for Society Membership. There is a \$20.00 annual membership fee which is included as part of the tuition when the applicant's children are enrolled in the school.
2. Parents/Guardians who are in full agreement with the basis, objectives and By Laws of the School Society, who commit themselves to upholding the same, and who claim Jesus Christ as Lord and Saviour of their lives, and are regular attenders at a Christian church, may join Christian Heritage School Society of Brandon Inc. as full members and may be fully involved in its governance.
3. A pastor's recommendation may be required to determine a Society applicant's commitment to the Lord Jesus Christ and church involvement.