

Fort McMurray Christian School



STUDENT HANDBOOK

2011 – 2012

For the love of the Lord and learning

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This book belongs to:

Mission Statement

- *To provide students with an education based on Scripture, the Christian perspective is integrated into every aspect of study.*
- *To acknowledge the Lordship of Christ and to develop the students' understanding of their own relationship to God as well as their relationship to others and creation.*
- *To provide an education which allows children to reach their potential academically, spiritually, emotionally, socially and physically.*
- *To direct students in development of Christ-like character.*
- *To prepare students to be of service in their community.*

From the desk of the Principal

As we begin our 19th year in operation I would like to welcome both new and returning students. As you become familiar or reacquainted with your school a verse from scripture below that yearly as staff, we pray that our students would make more real in their lives.

“And these words I command you this day shall be upon your heart; and you shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”
Deuteronomy 6:6-7

As you begin or continue your school career I would encourage you to remember the expectations of your parents, staff and more importantly God, That you do your best in every area, as this is your reasonable service.

I would challenge you to make this your motto for this year.

In His service,
Mr. Champion

School Day Schedule

	ECDP	Kindergarten	Grade 1-8
Staff in classes	12:50 pm	8:45 am	8:45 am
First Bell		8:50 am	8:50 am
Classes begin	1:00 p.m.	Mon.-Thurs. 8:55 Every 2nd. Fri. 8:55	8:55a.m. 8:55a.m
Recess			10:45-11:00 a.m.
Lunch Mon-Thurs.			12:20-12:40
Lunch Recess M-Th			12:40-1:00 p.m.
Dismissal			
• Mon-Thurs.	3:30p.m.	12:00 p.m.	3:30 p.m.
• *Friday	No School	12:40 every 2nd. Fri.	12:40 p.m.

*Because of early dismissal on Fridays, students only need a morning snack.

Note: Early dismissal on Fridays at 12:40 p.m.

School doors will be open at 8:45 a.m. allowing all students to go to lockers and prepare for student devotions and morning classes. Students are to enter and exit the building from the front door. Students are not permitted to go to their lockers or to the boot room until 8:45 and then only with permission from a designated staff member. Classes begin at 8:55 and students not in their seats ready to begin are considered late. Morning supervision begins at 8:30 am as buses arrive at approximately 8:30 am.

At the end of each day there will be teacher supervision outside for 15 minutes. If parents/guardians do not pick up their children at that time students will return to the classroom of the supervising teacher until they are picked up by their parents/guardians.

2011-2012 School Calendar

MONTH	
August	29 – Students First Day 30 - FMCS Family Pot Luck Dinner 6:00 pm
September	5 – No School - Labor Day 6 – Kindergarten First Day 7 – ECDP First Day 13- School Council Meeting 16 – Terry Fox School Day Run 27 – Meet the Teacher Night
October	5- Lifetouch Picture Day 10 – No School Thanksgiving 14 - Progress reports go home 19, 20, 21 – No School – Christian Teacher’s Convention 28 – No School - Teachers’ Institute
November	10-11 No School Remembrance Day Long Weekend 15 – Fall Society Meeting 18 - Report cards to go home 25- No School in lieu of Parent/Teacher Interviews
December	16 -Last Day of Classes before Christmas holidays
January	3 – Classes resume 27 – No School - District PD Day
February	20 – No School - Family Day 27/28 No School - PD Christian Perspective 29-May 2 – No School – ATA Teachers’ Convention
March	16 – Report Cards to go home 20-21 – Student Led Conferences 6-9 pm 23- No School in Lieu of Conferences
April	6-13- No School Easter Break 24 - Art and Culture Night
May	3- Spring Society Meeting 18-21 May long Weekend – Victoria Day
June	2- Giggles and Gala 25– Kindergarten Last Day 28 –Students Last Day, Closing Assembly 10-2:00

Absences/Late

In order to ensure the greatest success at school, students need to attend school everyday. Children are at a disadvantage when new concepts are taught while they are absent from school. Although a teacher may try to re-teach the concept, the time available will not allow a thorough re-teaching of the concept. “Miss School – Miss out.”

Students must be on time for school. Coming late means you disrupt the class and teacher as well as miss devotions, which sets the tone for the day. Please ensure you are at school by 8:45 a.m., ready to start class at 8:55 a.m.

Students who are late, are required to report to the office, and may be required to remain outside of the classroom until after devotions are completed, thus not disrupting class instruction.

Student Amenities

Telephone:

Student use of the telephone is a privilege. Use of the telephone will only be given if the homeroom teacher deems it a necessity.

- Students will not be permitted to phone home and make different arrangements than those made before leaving that morning.(such as play dates or traveling on a different bus and for students using school busses changes to daily schedule for children have to be in writing to the school secretary to ensure the Transportation provider, Sparksman, has the correct information regarding students.)

Student Cell Phone Use

If a student has a cell phone at school, it must be turned off during school hours, and if it needs to be used, it is only used after school, outside the school building. All students have access to the office phone should it be deemed warranted, so the need of cell phones is limited.

If the students' phone is seen being used, or rings, during school hours, it will be taken away. The student will receive it back from administration at the end of the day, and will be reminded of school rules of no cell phones during school hours. If this happens a second time, the cell phone will be kept by administration until the parents of the student can meet with administration and pick it up.

Communication:

Communication with home is very important. The oldest student in a family structure will be given communication to bring home. Communication goes home regularly, please ensure that you bring yours home. (School newsletters usually comes home the first full week of each month.)

Lockers

- ☑ Will be provided for students in Grade 1-8 and assigned by their homeroom teacher.
- ☑ Are the responsibility of the student to keep his/her locker tidy.
- ☑ Any materials attached to the inside of a locker should be appropriate and are to be removed by the student in June.
- ☑ Door of lockers are to be closed.

Lunch Time Activity

- ☑ Although students are permitted to remain at school during lunch hour, it is considered a privilege. Supervision is provided by school staff and volunteers.

Students are expected to:

- ☑ Listen to teachers and/or supervisors.
- ☑ Remain seated at their desk during lunch.
- ☑ Remain in classroom unless otherwise directed by a supervisor or monitor.
- ☑ Ask permission to leave the room for any reason other than an emergency.
- ☑ Bring their lunch and tidy up after themselves.
- ☑ Follow established allergy-safe procedures.
- ☑ Go outdoors for lunch recess at appropriate times (weather permitting).

Teachers are not expected to provide cutlery. Food should be prepared in manageable pieces for the younger children so that the teacher does not have to cut up food. If drink containers are not finished, they are to be emptied in the sink and then placed in the recycle containers (straws are put in garbage)

Microwave:

- Privileges may be available to students.
- Students may use the microwave only on their designated day. Items to be heated must take 2 minutes or less. Items needing more time are not appropriate for school lunches.
- Each class may have a microwave schedule. Students will be expected to adhere to this schedule. Students will only be allowed to use the microwave in their class.
- Abuse of the microwave schedule and privileges may mean privilege could be lost.

Parents who bring lunches for their children during instructional time (other than designated lunch time) should leave lunches at the office with the student's name on them. Parents are not permitted to bring lunches to the classroom during instructional time as these unnecessary interruptions cause a loss of valuable instructional time.

Hot Lunch Program

Students will be given the opportunity to purchase 3hot lunches/week. Tuesday is Pizza day, Wednesday we will be serving Hot Dogs and Thursday our parent volunteer or local restaurants will provide various meals. A monthly form will be sent home at the beginning of each month. Families are encouraged to pay ahead using the form, but may order individually for each day.

Music Program

Music will be taught in all grades at FMCS.

In grade 5 – 8 at FMCS, students have the opportunity of learning a band instrument. In the 2011 – 2012 school year this will happen during 2 lunch-times each week. See Mrs. Krismer for more details.

SCHOOL RULES

General Expectations

To ensure that all students have the opportunity to learn in a safe and respectful environment, the following student conduct is expected at all times.

Students will:

- Show consideration for the thoughts, feelings and opinions of others
- Be prepared for learning with appropriate supplies (a list is provided by homeroom teachers)
- Respect the rights of others
- Use appropriate language (put downs not accepted)
- Recognize and respect others personal space and property
- Not waste time
- Not wear iPods or use electronic equipment (hand held games, cell phone etc.) during school hours (some exceptions maybe apply if electronic equipment is being used for educational purposes, in these cases individual teachers will have acquired prior approval of administration)
- Not bring contraband to school (e.g.: cigarettes, matches, pornographic materials, and weapons of any type. Toy guns are not appropriate either.)
- Behave in a manner that is safe for others and self
- Follow established routines and rules
- Be polite and mannerly
- Dress appropriately; wear designated footwear at all times.
- Attend school regularly and be on time
- Students are to walk on the right side of the hallway

General Student Expectations

FMCS leases a part of the YMCA building. Students are expected to remain in this area. This includes the area from the double doors by the FMCS office to the doors (by the washrooms) leading onto the playground. Students may only use the back entrance leading onto the playground to enter and leave for recesses or when special permission is granted.

Classroom teachers will determine, with their students, any other expectations for their classroom. These expectations will be discussed, put in written form, and posted on each classroom wall.

In Washrooms

Students will:

- Not vandalize
- Not waste washroom supplies
- Respect the privacy of others

On the Playground

Students will:

- Play in their designated areas only
- Not rough house or wrestle
- Play safely on the equipment
- Stay within the boundaries of the playground at recess
- Not throw snowballs, ride skateboards or ride bikes
- Return to the classroom promptly when the teacher or supervisor signals

In Hallways and Entrances

Students will:

- Use only front entrance to enter and exit building unless designated by a teacher.
- Remove outer footwear upon entrance and put on inside footwear. "Healys are not permitted in the school.
- Wear non-marking inside footwear
- Remove head-wear while in class and attending extra curricular activities
- Not disturb other classrooms or students
- Walk near the right side of the hallway

In Gym:

Students will:

- Proceed to the gym in an orderly fashion
- Do not enter gym until the teacher gives permission
- Wait quietly for other groups to exit gym

In the Gym Storage and Equipment Rooms

Students will:

- Be supervised by a teacher at all times
- Use materials appropriately
- Not be in restricted areas (Equipment Room)
- Return materials and clean up their area of work
- Act in an environmentally friendly way

At Assemblies

Students will:

- Proceed and leave in an orderly manner
- Show appreciation appropriately
- Sit attentively
- Respect the personal space of others

In the Office

Students will:

- Use telephone only with permission of office staff or teacher and then only for Emergencies. Making arrangements to go to another student's home must be done before coming to school and the homeroom teacher must be advised.
- Have a valid reason for being in the office
- Co-operate with the office staff

On Field Trips

Students will:

- Proceed in an orderly fashion and stay with the group
- Listen attentively to instructions and the presentation
- Respect the facilities and materials
- Be responsible for the well-being of the group and the success of the outing

Going to and from School

- Students will be aware that the school can respond to student misconduct to and from school. They must know that their school is a safe place to go for help.
- Students will:
 - Make after school arrangements with parents before school and inform administration in writing if there is a change to routine
 - Go directly home
 - Not prevent others from going directly home
 - Follow safety rules
 - Students using bicycles must walk their bikes while on school property. Students who bring bicycles to school are asked to lock them in the area provided near the YMCA's playground. Students are strongly discouraged from riding skateboards or wearing rollerblades to school. Students are expected to wear helmets. Students are not allowed to ride bikes, skateboards or rollerblades during the recess breaks.

Leaving School Grounds During the Day

- ECDP- Gr.8 students may not leave the school property until they are dismissed or excused.
- If students need to leave school grounds during the day an adult must accompany them with the office or administration informed.

Bus Students

- Riding the bus is a privilege and students may lose that privilege if a problem arises.
- Changes to pick up and drop off of students must be done through the school office, in writing, and cannot be done through bus drivers.

Homework and Assignments

Homework is an integral part of the school program. Assigned homework focuses on projects, unfinished class work and additional practice where necessary. In order for students to achieve grades appropriate for their ability level, they will need to spend time each night doing homework. Students may have to spend additional time on homework to pass subjects they find particularly difficult. (When necessary, students will be required to spend specified time after school completing tasks. Teachers regularly check student assignments and, where necessary, will expect incomplete or carelessly done assignments to be redone.

As a guideline for homework the following is given:

- Division I (Gr. 1-3) no more than 20 minutes per night, five nights per week. At this level, homework will ordinarily be reading and math practice, or work not completed in class. If homework consistently exceeds the above suggested amount then a conversation needs to be initiated to address this situation either with the homeroom teacher and or administration.

- Division II (Gr. 4-6) no more than 30 minutes per night, five nights per week, for grades four and five students-up to 40 minutes per night for grade 6 students. At this level, homework will ordinarily be work not completed during class time; test preparation, or project work. If homework consistently exceeds the above suggested amount then a conversation needs to be initiated to address this situation either with the homeroom teacher and or administration.

- Division III (Gr. 7-8) no more than 60 minutes per night, five nights per week; at this level, homework will ordinarily be work not completed during class time, test preparation, or project work. If homework consistently exceeds the above suggested amount then a conversation needs to be initiated to address this situation either with the homeroom teacher and or administration.

**If the student is consistently spending more time than these guidelines suggest a dialogue needs to happen with teachers and administration.

If however, students miss school because the family has chosen to take vacation during school time (we do not recommend this!) students are responsible for catching up following their return of the material they have missed while away.

Discipline

Behavior

The Bible provides our foundational view of each student: a unique individual bearing the image of God and yet a sinful human needing salvation through Jesus Christ. Hebrews 12:5-11 challenges us to see discipline as one aspect of discipleship. Discipline is not punishment or the imposition of rules; rather it is correcting, encouraging and focusing on the development of self-disciplined Disciples of Christ. As students are challenged with the implication of discipleship they must personally strive to do right and to reject wrong. Our expectation is that as they grow in obedient response to God's direction for their lives we will see evidence in:

- Supportive concern for others
- Obedience to, and respect for, teachers and other adults in authority
- Stewardly use of time and talents
- Willingness to admit wrong doing and seeking reconciliation
- Respect for the property of others
- Modesty in grooming, dress and speech
- Stewardly care and use of school resources and property
- Commitments to right behaviours and more importantly, to the claims of Christ on their lives, become the challenge for the students in our school. Students, as well as parents, must realize the responsibility of each student demonstrating continued commitment through conduct and effort. They must accept that it is a privilege to be in this school and with this privilege comes the responsibility of positive response to the tasks of "student hood" in the school.

We accept that the students need to be guided in a framework of increasing freedom and responsibility, toward self-discipline and self-motivation. We do not desire to make long lists of rules; however, there are some actions, which are clearly unacceptable at school or at school-related activities.

- belittling or bullying (emotional or physical) of others created in His image,
- using blasphemous or vulgar language
- defiance and willful disobedience
- smoking, drinking and use of illegal drugs
- lying or cheating

Fighting

Any student considered to be fighting on school property or areas adjacent to school property or at school functions will be immediately dealt with and may result in a suspension. FMCS students involved in fights at other schools or at functions hosted by other schools, or on their way to and from school may also expect consequences for their actions by the FMCS administration, following their return to school.

Discipline Procedure

Hebrews 12:11

“At the time, discipline isn’t much fun. It always feels like it’s going against the grain. Later, of course, it pays off handsomely; for it’s the well-trained who find themselves mature in their relationship with God.” (The Message).

With all discipline, the aim is for students to see their error, admit the need to change their behaviour and realize the necessity of the restoration of community. Students who struggle may be placed on a discipline process. Each increase indicates the severity of the problem. At any point in the discipline process, a student’s school privileges maybe suspended.. The home and school work together to support students who are in difficulty. Parents will be kept informed.

Parents are encouraged to read and become familiar with the Problem Solving Flow Chart as this is the model that FMCS uses to find resolution in situations that arise.

Problem Solving Flow Chart

Fort McMurray Christian School follows the principles of Matthew 18:15-20 in dealing with situations that happen at school.

The following procedure will be followed by staff and students when students are on the playground. This indicates the steps and expectations of the supervisor and student. Should a serious offence occur the supervisor may deem it necessary to send the student directly to the Principal.

PLEASE REVIEW THIS CHART

- Step 1:** If someone does or says something to you that bothers you, say “I DON’T LIKE THAT, PLEASE STOP.”
- Step 2:** If the person keeps on doing it, WALK AWAY.
- Step 3:** Issue a warning – “I WILL GO TO GET HELP FROM A TEACHER.”
- Step 4:** If the person still won’t stop, TELL AN ADULT.

The adult will ask you if you tried steps 1, 2, and 3 and try to find out what the problem is. If you are ANGRY, he or she will help you stop and calm down, think about it, talk to the person you’re mad at. (Use the steps for dealing with anger.) Students may be asked to have a brief time out at this point. The adult may give a choice depending on severity.

Steps For Dealing with Anger:

1. Stop and count to 10
2. Think about how the other person feels
3. Think of ways to compromise
4. Trust God for the results

If you are sent to the office, the Principal or Administrator will listen to both sides of the problem and try to help you solve it. This will be recorded at the office. Parental contact will occur, appropriate consequences deemed necessary will be followed and recorded.

Care of Property

Textbook & School Property

- ☑ Students are assigned textbooks for the courses they are taking subject to the following procedures:
- ☑ Students are responsible for the textbooks issued to them.
- ☑ Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) of which are damaged beyond normal use must be paid for by the student to whom the books were issued. The cost will be determined by the replacement cost of the books, taking into

consideration the condition of the book at the time it was issued to the student.

☑ If a book, text or agenda is missing for any reason during the instructional term, the student may be required to pay for the book before a replacement copy is issued.

☑ If a missing book is paid for and later recovered, the amount paid will be refunded to the student.

☑ Students may be charged a 'repair fee' in the event their textbooks become damaged or is written on in any way. In extreme situations it may be determined that a book is too seriously written on to be used again. In these cases, students may pay the replacement cost of the book. The cost will be determined based on the condition of the book at the time it was signed out by the student.

☑ Desks and chairs will be assigned to students and any damage beyond normal use must be paid for by the student to whom they were issued.

Personal Property

The school is not responsible for items that are damaged or missing. Students are responsible for the care of their own property. All personal books, notebooks, and gym equipment must be clearly marked with the owner's name as well as the school's initials to distinguish articles from the YMCA.

Student Property

Students are expected to exercise care in the use of school property. Damage to desks, books, windows, etc., is to be reported to the class staff member or to an administrator immediately. Students responsible for blatant damage will be expected to pay the related costs.

Skateboards & Roller Blades

Upon arrival at school, students are not to ride skateboards or roller blades in the school or anywhere on school property. Skateboards and roller blades are to be secured in the student's locker until school is dismissed for the day. Those not adhering to this policy may have their skateboard or roller blades taken away for a period of time.

Bicycles, Gear & Storage

Bicycles must be stored neatly, and locked in the bike racks provided. Helmets are required for students who are using bicycles. Bicycles, roller blades, scooters, etc. are not permitted to be used at school once the student has arrived. Students are not permitted to ride inside of the building. Equipment will be confiscated if an infraction occurs. Students are not permitted to ride or blade in front of the school during afternoon dismissal.

Fire Drills and Alarms

Evacuation routes are posted on the walls of each classroom. In case of a fire alarm, students are expected to be familiar with the fire exit they would use for each classroom they occupy throughout the day.

Students are required to respond to fire alarms promptly and to follow all instructions as explained by teachers during drills. A copy of fire drill procedures is available in each classroom. DO NOT re-enter the building until signaled to do so. Be familiar with fire drill procedures.

Visitors

All visitors are asked to report to the office. Guests who wish to visit classrooms (including parents) should receive permission from administration at least a day in advance. (If you want to bring in lunch to your child please refer to the Lunch Program.)



Why God Made Teachers

By Kevin William Huff

When God created teachers,
He gave us special friends
To help us understand His world
And truly comprehend
The beauty and the wonder
Of everything we see,
And become a better person
With each discovery.

When God created teachers,
He gave us special guides
To show us ways in which to grow
So we can all decide
How to live and how to do
What's right instead of wrong,
To lead us so that we can lead
And learn how to be strong.

Why God created teachers,
In His wisdom and His grace,
Was to help us learn to make our world
A better, wiser place.

