



PARENT/STUDENT HANDBOOK

SASKATOON CHRISTIAN SCHOOL



Dear SCS Families:

On behalf of the Board, administration, faculty, and staff, we want to welcome you to SCS for this school year. We look forward to collaborating with you to raise up the next generation of Christian leaders in Canada. A partnership between home, church and school is second to none for bringing up children with the values and beliefs found in God's Word, the Bible. And it is in this spirit of cooperation that we present you with this edition of the SCS Parent/Student Handbook.

In the handbook, you will find information that we hope will encourage clear and open communication among all of us, while limiting friction when differences may occur. We have tried to be as comprehensive as possible, but, as you may understand, it is impossible to address all possible circumstances and activities in a handbook format. We have endeavoured to set forth the purpose for our existence, our God-given responsibilities, and the challenge that lies before us as we make real in the lives of our children the truth of the message, "Christ in whom are hid all the treasures of knowledge and wisdom" (Col. 2:3).

Issues not directly addressed in this handbook will be handled with Biblical principles and common sense. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on biblical principles and on the professional judgment of the SCS administration. It may often appear to an outside observer that similar situations were handled in different ways. No two situations, however, are exactly alike. Each may have varying or extenuating circumstances that require judgment calls on the part of the administration. To the best of our ability, we will try to be fair to all parties at all times. We covet your prayers for God's wisdom in these circumstances. (James 3:17)

Thank you for your commitment to Christian education. We understand the dedication that it takes and the sacrifices families make to send their children to a Christian school. We pray we never take your confidence in Saskatoon Christian School for granted.

Contents

SCS LEADERSHIP AND PHILOSOPHY

[SSCE Board of Directors](#)

[SCS Administration](#)

[SCS Staff](#)

[Philosophy](#)

[Aim of a Christian Education](#)

[Statement of Faith for SCS](#)

[Vision](#)

[Mission](#)

[Core Values](#)

[Administration and Staff](#)

ADMISSION AND WITHDRAWAL

[Admission to SCS](#)

[Wait List](#)

[Financial Assistance](#)

[Grounds for Reversal of Acceptance](#)

[Withdrawing a Student](#)

GENERAL INFORMATION

[After School Program](#)

[Allergies](#)

[Bell Schedule](#)

[Blended Family Situations](#)

[Child Custody](#)

[Divorce and Separation](#)

[Demographic Data](#)

[Driver Authorization](#)

[Extracurricular Activities](#)

[Illness/Injury](#)

[Lockers \(Grades 7 – 12\)](#)

[Lost and Found](#)

[Non-Prescription Medications](#)

[Photographs/Publicity](#)

[Staff Room](#)

[Student Records](#)

[Student Supervision](#)

[Student Vehicles](#)

[Technology at SCS](#)

[General Usage Guidelines for the Internet](#)

[Rules for Internet Usage](#)

[Cell Phones](#)

[Telephone](#)

[Transportation](#)

[Visitors](#)

[SCS COMMUNITY](#)

[Partnership with Parents](#)

[Church Attendance](#)

[Parent-Student Handbook](#)

[Communication with the Home](#)

[Communication with Students](#)

[Volunteer](#)

[Confidentiality](#)

[Parent/Volunteer Background Checks](#)

[SSCE Membership](#)

[ACADEMIC INFORMATION](#)

[Christian Training](#)

[Prayer](#)

[Curriculum](#)

[Textbooks and Learning Materials](#)

[Bibles](#)

[Schoolwork Procedures](#)

[Student Evaluation](#)

[Elementary](#)

[Secondary](#)

[Parent/Teacher Conferences](#)

[Secondary Course Selection](#)

[Secondary Work Periods](#)

[Homework](#)

[Field Trips](#)

[Community Service](#)

[AWARDS](#)

[Academic Awards: Grades 7 to 12](#)

[Honour Roll](#)

[High Honours](#)

[Administrators List](#)

[Elementary Character Awards: Kindergarten to Grade 8](#)

[High School Character Awards: Grades 9 to 12](#)

[Christian Awards](#)

[Fine Arts Awards](#)

[Practical & Applied Arts Awards](#)

[Valedictorian Honours](#)

[High School Athletic Awards: Grades 9 to 12](#)

SCHOOL ORDER

[Community Witness and Testimony](#)

[Position and Authority of SCS Staff](#)

[The Student Code of Conduct](#)

[SCS Dress Code Policy](#)

[Principles](#)

[Practice](#)

[Dress Code Enforcement](#)

[Attendance Policy](#)

[Acceptable and Unacceptable Reasons for Absence](#)

[Excessive Absences](#)

[Intentionally Missing Classes](#)

[Lates](#)

[Leaving School Early](#)

SCHOOL DISCIPLINE

[Expectations](#)

[Biblical Basis for Conduct](#)

[School Specific Expectations](#)

[Bullying](#)

[Discipline](#)

[Rationale](#)

[Policy](#)

[Discipline Procedures](#)

[The Process of Discipline](#)

[Levels of Discipline](#)

[Classification of Offenses](#)

[Discipline Guidelines](#)

[Guidelines for Parents](#)

[Guidelines For Administrators, Teachers, And Discipline Committee Members](#)

[Procedural Fairness When Implementing Discipline](#)

[Avoiding Bias](#)

[Discipline Committee](#)

[Sexual Activity](#)

EMERGENCY

[Winter Advisory for SCS Parents](#)

[Daily Security](#)

[Emergency Drills](#)

[Fire Drill Procedures](#)

[School Lockdown Procedure](#)

[Perimeter Lockdown Procedure](#)

[Crisis Response](#)

[CLOSING REMARKS](#)

[Appendix A](#)

[Appendix B](#)

SCS LEADERSHIP AND PHILOSOPHY

SSCE Board of Directors

See <https://www.saskatoonchristianschool.ca/about-us/governance.cfm> for the current list.

SCS Administration

See <https://www.saskatoonchristianschool.ca/about-us/leadership.cfm> for the current list.

SCS Staff

See <https://www.saskatoonchristianschool.ca/community/staff-directory.cfm> for the current list.

Philosophy

Colossians 1:16-17 states, "For by Him (Jesus Christ) all things were created; things in heaven and earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together." This is the source of our philosophy. Providing a distinctively Christian academic environment implies a commitment to excellence both in administration and instruction. Administrative excellence requires fiscal management, personnel selection, and leadership consistent with the school's purpose. Instructional excellence requires the understanding that there is an important difference between Christian and secular approaches to education.

We at Saskatoon Christian School believe that education must be Christ-centred; thus, a conscious effort is made to view every area of life as God sees it. The knowledge students acquire will take on significance and meaning only when related to God's Word. The educational programs and methods of instruction at SCS are dependent on a Biblical philosophy to provide a viewpoint, general background truth, and principles for interpreting facts in the study of any subject.

In an attempt to develop truly educated students, which includes a solid Christian worldview, we at Saskatoon Christian School believe it is essential for students to understand a variety of viewpoints within each academic discipline. It is our goal that students know both what they believe and why they believe it and what they do not believe and why they do not believe it. To these ends we at SCS do not shy away from studying and analyzing secular viewpoints that may be at odds with our own. It is only through this process of critical thinking and analysis that students will be truly prepared to "give a reason for the hope that is in them" (1 Peter 3:15). At SCS, we believe that truth, having nothing to fear from investigation, should be vigorously pursued at every opportunity.

Aim of a Christian Education

At Saskatoon Christian School, we would agree with Jan Waterink's single sentence statement regarding the aim of education: "The forming of man into an independent personality serving God according to his Word, able and willing to employ all his God-given talents to the honour of God and for the well-being of his fellow creatures, in every area of life in which man is placed by God."

Statement of Faith for SCS

Upon enrolment of their child(ren) at SCS, parents become members of the Saskatoon Society for Christian Education. Members of SSCE are united in their acceptance of the following Statement of Faith:

WE BELIEVE....there is only one God, who exists eternally in three equal persons – Father, Son, and Holy Spirit and who created the heavens and the earth and all that is in them by the power of His spoken Word.

WE BELIEVE....that the Scriptures of the Old and New Testaments, inerrant as originally given, are the inspired, infallible Word of God and they constitute the divine and only rule of the Christian faith and practice.

WE BELIEVE....in the full deity and full humanity of our Lord Jesus Christ; His Virgin birth; His sinless life; His miracles; His substitutionary death; His physical resurrection for our justification; His ascension to the right hand of the Father; and His personal return in power and glory to judge the living and the dead.

WE BELIEVE...that man was created by God in His own image; man was spiritually separated from God because of sin and is incapable of being reconciled to God apart from the work of Christ on the cross.

WE BELIEVE....that salvation is a gift from God and it is the blood of Christ that fully justifies the believer; therefore, there no longer exists condemnation or guilt before the Father.

WE BELIEVE....the Holy Spirit is sent to indwell, guide, teach and empower the believer; and to convict the world of sin, righteousness and judgment.

WE BELIEVE....that the Church is the body of Christ, born-again believers in fellowship with Christ and with fellow believers, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.

WE BELIEVE....in the resurrection of all people, the saints to everlasting fellowship with God, and the lost to eternal punishment.

WE BELIEVE....that it is God's intent that each believer should maintain regular attendance in a Bible-believing, Christ-confessing Church.

Vision

To develop godly stewards who glorify Christ spiritually, intellectually, socially, and physically.

Mission

To assist families by providing a Christ-centred education that disciples students to strengthen the family, serve the Church, and influence the world.

Core Values

Christ-centred: We believe that Jesus Christ is the way, the truth, and the life.

Relationship with home and church: We recognize the influence of home and church as an expression of the body of Christ in providing a Christ-centred education.

Unity within diversity: We believe the diverse expressions and traditions of the Church can support and promote the vision and mission of SCS.

Nurturing environment: We believe a safe, caring, and encouraging experience fosters the development of Christian character.

Excellence - Spiritual, Academic, Relational, Physical: We believe giving our best honours Jesus Christ.

Administration and Staff

Every administrator, teacher, and support staff at Saskatoon Christian School professes to be a born-again believer in Jesus Christ and is called by God into this ministry. Every teacher at SCS is certified by the Saskatchewan Ministry of Education.

ADMISSION AND WITHDRAWAL

Admission to SCS

Parents and students who agree with the objectives and purposes of Saskatoon Christian School are invited to apply for admission. Admission to Saskatoon Christian School is based on a three-fold expectation.

- First, the child and the family must demonstrate a desire to receive an education that is built upon an openly evangelical Christian perspective that asserts the Lordship of Jesus Christ in everyday living and the authority of scripture to establish moral guidelines for righteous living. This desire is determined by personal interviews.
- Second, the family must provide evidence of academic performance as indicated by previous grades, achievement tests, and, when requested, SCS administered tests to determine grade level to ensure SCS is able to meet the needs of the student.
- Third, the child and the family must give evidence of a willingness to submit to the philosophy, policies, and procedures of SCS. This is determined through interviews with the child and the parents, through teacher and pastoral recommendations, and by family agreement to the Statement of Faith.

In addition to the above expectations, students who are under a disciplinary suspension or expulsion at another school, or who have a failing grade on their most recent report card, will not normally be accepted by SCS.

New Family (K-12) or Returning Family/Student(s)

Procedure

To apply or reapply for enrollment at Saskatoon Christian School:

1. Contact our [Admissions team](#) for information about Saskatoon Christian School's application process. Information can also be found on our website's [Admissions](#) page.
2. Return all required documents to the School Office, including the Application Fee (non-refundable). Upon receipt of all application documents, the child may be asked to take a grade-level performance test.
3. An interview with a school administrator will be scheduled. Upon completion of the interview, parents will be notified of acceptance or non-acceptance based on the above admission policies.
4. An appointment with the Business Office to complete tuition arrangements will be made. Once all paperwork and tuition arrangements are complete, a start date will be determined.

Current SCS Families/Student(s)

Procedure

Current SCS families must re-enroll their child(ren) each year. To re-enroll a current SCS student:

1. Registration packages will be distributed to parents in early Spring.
2. Return all completed documents to the Business Office, including the tuition forms and payment arrangements. All registration forms (including all payment arrangements) must be finalized in order to consider a student re-enrolled.
3. **If families wish to enroll an additional child, they must first contact the School Office.** The School Office will provide a Kindergarten Application/Kindergarten Readiness form or an Additional Student Registration form for the new student **prior** to Registration. Upon receipt of the Kindergarten Application/Kindergarten Readiness or Additional Student Registration form, the child may be asked to take a grade-level performance test.
4. An interview with a school administrator may be scheduled. Parents will be notified of acceptance or non-acceptance based on the above admissions policies.
5. The completed form(s) must be returned to the Business Office with the family's registration package to complete tuition arrangements for all students intending to enroll.

Wait List

Once a maximum number of students have been enrolled for a grade/class, a waitlist will be started. A student must complete the admissions process and be accepted for the student to be placed on a waitlist.

Financial Assistance

Saskatoon Christian School offers financial assistance to qualifying families who would otherwise be unable to attend because of financial hardship. Awards of financial assistance are based on an analysis conducted by Apple Financial Services of a family's ability to contribute towards educational expenses. Apple Financial has been providing this service for over 23 years and currently serves 115 schools in Canada, including Luther College High School in Regina. Apple Financial offers an online application, which must be submitted annually and is completely confidential.

Apple charges families a financial analysis fee but SCS will provide a tuition credit to those who choose to enroll their student(s), regardless of the outcome of the financial assistance. Families can apply online at

www.applefinancialservices.ca.

Grounds for Reversal of Acceptance

In general, there are four circumstances that may cause the school to reverse a prior decision to accept a student:

1. There is evidence that information provided by the school has been falsified or withheld; the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records as well as from verbal comments made during interviews.
2. The student fails to show up for school when anticipated (such as the first day of school in September) and no contact with the school has been made to account for the absence. Students who are absent for five (5) days without notification from their families will be removed from the school and their space given to another student.
3. Please note that all students are subject to a **standard 60-day probationary period** upon enrollment at SCS.
4. After appropriate consultation, if it is found that SCS is unable to effectively assist with the needs of a student, a referral to alternative programming will be made.

Withdrawing a Student

All withdrawals must be made in writing or by email through the School Office and shall be effective when notice is given. The School Office requires the following information: student name, grade, name of the next school, and the last day of attendance at SCS. All accounts (tuition, library fines, etc.) must be paid in full before records or report cards will be released to another school or the parents. Tuition is due for the full month regardless of the day of the month the student withdraws from SCS.

If the family or student decides to stay/return after notice has been given, a follow-up interview is necessary before admission is again granted.

GENERAL INFORMATION

After School Program

The After School Program is provided on a fee-for-service basis through the Boys and Girls Clubs of Saskatoon. View their [website](#) for rates and more information. The After School Program will run through the school year and commences on the first full day of school. Afternoon sessions end at 6 pm.

Students in K-Grade 6 are required to be supervised once the 3:30 pm bell rings. For the safety of the children, any Kindergarten to Grade 6 students found in the school after the 3:30 pm bell will be considered as participating in the After School Program and parents will be invoiced accordingly.

Students in Grades 7 to 12 can be in the Commons Area or outside with the understanding that there is no supervision after 3:30 pm. They will not be allowed in the hallways. If a student in Kindergarten to Grade 6 has an older sibling in Grade 7-12, the older sibling may supervise the younger ones in the Commons Area or outside as long as they stay together.

Allergies

Please be aware that we have several students and staff at SCS with life-threatening nut allergies. **We ask that you refrain from sending any food containing nuts.** Check labels for the nut-free symbol and only send food to school that is nut-free.

Bell Schedule

Elementary		High School	
First Bell	8:40 am	Period 1	8:45 - 9:42 pm
School Starts	8:45 am	Period 2	9:47 - 10:45 pm
Break	10:45 - 11:00 am	Period 3	11:00 - 12:15 pm
Lunch	12:15 - 1:15 pm	Lunch	12:15 - 1:15 pm
Warning Bell	1:10 pm	Period 4	1:15 - 2:12 pm
Dismissal	3:15 pm	Period 5	2:15 - 3:15 pm

Blended Family Situations

In situations where a blended family situation exists, it is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

Child Custody

All students (families) who are under court-ordered Custody Orders or Agreements will be required to present original documentation to the school for information purposes. The school will copy these documents and maintain strict confidentiality as to their contents. The school will work within the ordered structure in cooperating with specific family needs.

Divorce and Separation

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to their students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while at school.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the child's records, unless the school is presented with a court order or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.

The non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.

If the action of the parent(s), custodial or non-custodial, becomes disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Demographic Data

Be sure to notify the School Office of any changes to contact information, student medications, and custody arrangements.

Driver Authorization

Parents must have an approved Driver Authorization Form signed by the Principal for transporting children other than their own to and from any school authorized event (field trips, sports teams, ski trips, outdoor education activities). Driver Authorization Forms can be obtained at the School Office.

Extracurricular Activities

Extracurricular activities include athletics, student council, yearbook committee, worship team, mission trips and many others. All students are encouraged to be involved in extracurricular activities.

An extracurricular program of athletics is open to all interested students in the various specified grade levels. Sports offered, in order by season, are volleyball, basketball, badminton, table tennis, and track and field. SCS plays other Christian schools and public schools. "Students shall play as a representative of the high school in which they first registered as a bona fide high school student. A student who transfers schools is ineligible for interscholastic competition unless they establish their eligibility for participation." (Page 35 SHSAA Handbook) This eligibility is usually based upon a change of residence by the family or student.

Illness/Injury

In the event of illness or injury, students should inform their supervising teacher. First-aid certified school staff will review the situation and decide on what action is necessary. Parents will be notified as soon as possible in the event of a head injury, a serious injury, or an emergency. An ambulance may be called if the first aid person deems it necessary. Charges for said ambulance are the responsibility of the family. An accident report will be completed and kept on file at the school.

When a student reports a head injury, a first aid certified school staff member will assess the extent of the injury. School office staff will phone the parents for any head injury to advise them of the situation.

Lockers (Grades 7 – 12)

The following are rules concerning the privileged use of lockers by middle years and secondary school students:

- Lockers are to be kept neat and clean (nothing attached on the outside or inside of the locker).
- Lockers are the property of SCS and may be subject to regular inspection.
- Lockers will be made secure with a Master® combination lock provided by the school.

- If a student loses a lock, they will be charged for a replacement.
- Writing on the inside/outside or defacing is not permitted.
- Students may use only their designated locker.
- SCS is not responsible for items left in lockers.
- Violation of these rules may result in the loss of locker usage.

Lost and Found

A lost and found bin is maintained by the Caretaker's office. Items that are not reclaimed after one month may be donated.

Non-Prescription Medications

The School Office will stock a small supply of commonly used non-prescription medications (ibuprofen, acetaminophen). Students must have written parental permission to request medication if necessary.

Students are asked not to have any medications on their person at school. Any medication must be stored at the School Office. This is for the safety of our students. No student may at any time give any type of medication to another student.

If your child has emergency medication such as an epi-pen or inhalers, please provide this medication to the School Office along with the required form available at the School Office. This form and the emergency medication will be stored in the School Office (or carried by the student, if needed) for quick access.

Photographs/Publicity

When images and names of students are shared with the public, either through school division publications, media coverage, video footage or on websites, the *Local Authority of Freedom of Information and Protection of Privacy Act (LAFOIP)* must be followed. SCS requires parental informed consent to share personal information about your child(ren). Parents will be required to complete a consent form each year.

We request that any posters or printed matter that you might wish to display on bulletin boards or doors first be checked with the School Office staff.

Staff Room

The staff room is designated for the use of the school staff only. School staff require a break and a lunch period as much as students do; please contact them after lunch.

Student Records

Student records are private and are protected from unauthorized inspection and use. A cumulative file is maintained for each student from the time of admission until the student withdraws or graduates. Records in the cumulative file are transferred to the new school when requested by that school. Cumulative folders may be seen by parents upon request.

Student Supervision

SCS staff will provide supervision from 8:30 to 8:45 am and from 3:15 to 3:30 pm. If a student is involved in an activity that ends after the regular school dismissal time, the assigned staff member or coach must ensure supervision is provided until all students are accounted for.

Student Vehicles

Student vehicles are to be parked in the area designated 'Student Parking' located on the east side of the main parking lot. Students are expected to follow these guidelines:

- Student drivers must use caution in the school's parking lot and driveway. The established speed limit is 30 km/h; pedestrians always have the right of way. Reckless driving, speeding, leaving school without authorization, or failure to follow these policies will result in the denial of permission to drive to school and/or use of the school parking facilities.
- Student drivers are expected to be in class on time and must consider the time required to walk from the parking area to class.
- Students must register their vehicle's make, model, and license plate with the school office.

SCS parking lot rules can be found in the Parent Zone of the SCS website.

Technology at SCS

Two of the essential workplace competencies identified by Sask Learning are the ability to use the information and the ability to use technology. In striving to meet the needs of individual students to prepare them for their ever-changing technological environment, Saskatoon Christian School encourages teachers and students to become active participants in their own learning process. Toward this end, SCS provides students and staff access to the internet as a learning tool to support and enrich the instructional program.

General Usage Guidelines for the Internet

Access to the internet allows students to reach out to many other people, to share information, learn concepts and research subjects. With this educational opportunity comes responsibility. Saskatoon Christian School views access to the internet as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities may result in the loss of complete access privileges. The school has the right to review any material stored on its network and to edit or remove such material as well as to monitor all network activity.

Saskatoon Christian School strives to screen undesirable material from the web server. However, regardless of safety measures employed by the school, the ultimate responsibility for avoiding inappropriate material resides with the user.

Rules for Internet Usage

The following rules for internet usage will be enforced:

- Internet access is provided to students for educational purposes. Private usage should be arranged elsewhere.
- Students should focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.

- Students must avoid inappropriate content and materials that are illegal, dangerous, or offensive including those that may be racially offensive or gender biased.
- Students should also report to teachers any offensive content or abusive behaviour directed at them.
- Students should not reveal personal information about themselves or others including addresses, telephone numbers and credit card numbers.
- Students should respect the privacy of others.
- Students should respect the equipment provided for their use by not vandalizing, disrupting, or harming equipment. They are not to change any configuration settings of any computer without prior approval.
- Appropriate consequences such as withdrawal of computer privileges will arise from inappropriate usage of the internet or misuse of school-owned technology.

Reminder

Internet access for students is a privilege, not a right. Students are expected to apply Philippians 4:8 to all their electronic communication (whether at home or at school or on home or school devices): “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”

The following examples of inappropriate/unacceptable use are not exhaustive:

- using the network for any illegal activity,
- using the network for financial gain or initiating any financial transactions,
- degrading, disrupting, or modifying the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users,
- vandalizing the data of another user,
- wastefully using finite resources such as excessive printing, overuse of memory by saving long documents, etc., after being warned and instructed as to proper use,
- gaining unauthorized access to resources, including attempting to get around the censorware installed on a computer with internet access,
- invading the privacy of individuals, including reading mail that belongs to others without their permission,
- using an account owned by another user—with or without that user’s permission,
- posting personal communications, information and/or pictures, without the author’s consent or posting information containing information not meant to be made public,
- posting rude or inappropriate messages,
- downloading viruses or attempting to circumvent virus protection programs,
- the use of the internet for the purpose of engaging in academic dishonesty,
- sexting,
- cyberbullying.

Cell Phones

K-6 Procedures: There is a “no cell phone/device” policy in our elementary (K-6) classes. If students choose to bring their phones or devices to school to use on the way to school or on the way home, the phone or device must remain in a backpack for the day. Students bring these items at their own risk. If a device or cell phone is used by a student during the school day, teachers will confiscate the device for the day. Students can retrieve their device at the end of the day. If it happens again parents will be notified. **Please note that there are special*

circumstances for which exceptions may be made to these procedures. Exceptions must be discussed with the classroom teacher and approved by the administration.

7-12 Procedures: Cell phone use within each classroom is dependent upon the curriculum and culture of each class and is therefore dictated by each teacher at the beginning of both semesters. Cell-phone misuse runs on a 3-step in-class procedure:

Step 1: The teacher will warn the student to stop the misuse activity with their phone and remind them of future consequences.

Step 2: The teacher will take the student's phones from them, discuss the misuse of their phone with them, and return their phone at the end of the day.

Step 3: The phone is given to the Vice-Principal. It will be kept locked up until a parent is able to come to the school to retrieve the phone and discuss the misuse.

Violation of this policy during any student assessment (test, quiz, exam, etc.) is considered cheating and will require the appropriate disciplinary action.

Teachers will confiscate any device that causes a distraction in class. As well, if teachers have a concern about the use of cellular technology in the school or on the grounds, they will confiscate the device, report the concern to the School Office, and expect parents to come to the school to pick up the device.

Telephone

Students may make phone calls in the School Office when necessary and with permission. During class time, permission to leave the classroom is required by a teacher. Students may not use the phones in the classrooms without specific permission from the teacher. Parents are asked to restrict incoming calls for students to emergency messages only. Students will not ordinarily be called from class to receive calls.

Transportation

Parents are responsible for transporting their children to and from school.

Visitors

All visitors are required to report to the School Office upon arrival to receive authorization to remain in the school. Arrangements for student visitors must be made in advance through the office and permission will usually be given by the Administrator only if a visitor has registered to come to the school before the visitor arrives. Students should not invite friends to visit at school as this is often disruptive.

SCS COMMUNITY

Partnership with Parents

The success of Saskatoon Christian School is directly related to the involvement of its parents. The Board, administration, and staff are highly committed in their ministry to each child and expect that parents likewise will make a commitment to that ministry. Once families enroll their children in SCS, parents are encouraged to make a genuine commitment to the work of godly parenting, as evidenced by their support of the school

through words, actions, and prayer, attendance at school functions, the pursuit of financial obligations to the school, and by adhering to the following expectations:

Church Attendance

Parents are encouraged to attend weekly church services with their children.

Parent-Student Handbook

Parents are required to read and support the procedures and school rules as expressed in this handbook.

Communication with Home

Contact with parents regarding student progress is an important part of our program. Apart from formal reports, teachers will communicate with parents in a variety of modes: verbally through phone calls, emails, progress reports, texts, and classroom apps.

Parents who have any academic concerns or questions are asked to speak with the teacher(s) involved first. If after contacting the teachers, you still feel that the problem has not been resolved, please feel free to talk to the administrators of SCS. If you are not sure to whom to speak to, you should speak to the School Office staff. Parental comments, concerns and suggestions are welcome at any time.

- **Report cards and parent-teacher interviews.**

Every effort is made to keep you informed of your child's progress through major reports sent home during the school year. Please consult the school calendar for the exact dates of these reports. Parent-teacher interviews are scheduled before report cards go home. All parents are encouraged to make every effort to attend and to make use of these opportunities to discuss their child's progress. Due to time constraints, additional time may be needed for some parents to see teachers. Parents need to contact the school office to make individual arrangements.

- **The SCS *Royal Ink* Newsletter**

This newsletter contains upcoming and current events, sports schedules, elementary and high school news, and any other events related to the school. The *Royal Ink* newsletter is emailed to all SCS families on Fridays and is posted on the school website.

- **SCS Website - Parent Zone**

Once a family has been accepted to SCS, they may request access to the Parent Zone on the [SCS website](#). The Parent Zone houses the SCS Family Directory. Information in the directory is voluntary and can be added or updated by each family at any time. The InfoHub on the Parent Zone is where school families can access the school calendar, announcements, and information about school events and activities.

Communication with Students

If students have a concern or problem, they are encouraged to discuss the matter with the teachers involved or with their staff advisor.

Course outlines and/or classroom expectations will be given to students by their teachers within the first week. These outlines will show the basic content of the course, teacher expectations, and how marks are allocated.

Volunteer

Saskatoon Christian School encourages parents to become actively involved in their children's classrooms. Parents often have talents, abilities, and experiences that can benefit the students and school. Information regarding opportunities to volunteer may be obtained by contacting the classroom teacher(s) and must be pre-planned.

Confidentiality

If a student tells someone in the school (teacher, coach, counsellor, administrator) something in confidence, it is the legal obligation of the school official to disclose that confidence to the appropriate authorities if the information given is (potentially) harmful to that student, to others, or to the school.

Parent/Volunteer Background Checks

In a continuing effort to provide a safe and secure environment for our students, we ask that all parents wishing to participate in coaching or overnight field trips submit to a criminal record and vulnerable sector check. Forms are available in the School Office.

SSCE Membership

Saskatoon Society for Christian Education (SSCE) Membership is open to all parents of Saskatoon Christian School who have previously and currently enrolled students at the SCS. Membership is also available to regular paid SCS staff members while employed by SSCE. There is no fee for membership.

Privileges of membership include:

- Invitations to attend and participate in all general membership meetings, conferences, workshops and courses
- Copies of all general membership communications and publications
- Voting privileges at business meetings of the Society
- Consideration for service on the SSCE's Board of Directors (who make valuable decisions such as setting the SCS budget or tuition)
- Consideration for service on SSCE committees
- Eligibility to nominate candidates to stand for elections to the SSCE's Board of Directors

ACADEMIC INFORMATION

SCS is an academic institution offering a broad Christ-centred program. Recognizing that God has given each child different gifts and abilities, it is the goal of SCS to develop these gifts and abilities to God's glory. We encourage and challenge each student to strive to do his/her best. Our goal is for students to have a broad range of options available upon graduation. We desire that students follow God's will in their lives, serving Him as salt and light in many different careers and occupations.

Christian Training

Our purpose is to disciple students to strengthen the family, serve the Church, and influence the world. To accomplish this goal, SCS provides:

- **Bible instruction.** The school uses a Bible curriculum that thoroughly reviews the Old and New Testaments and teaches an understanding of God’s character and His expectations for us.
- **Memorization of Scripture.** Scripture memorization is how students can “hide God’s Word in their hearts,” later to be recalled by the Holy Spirit to live faithfully for God.
- **Integration of Biblical Teaching into all Subjects.** Biblical integration is making a connection between the truths of God’s Word and the content of the subject being taught. Biblical integration is more than teaching Bible classes or including scripture in a lesson.
- **Weekly Chapel.** Through worship, preaching and sharing, the chapel is a source of spiritual exhortation and enrichment. The chapel is held each week, in three sessions: grades K-4, grades 5 - 8, and grades 9-12. On special occasions, the entire school will meet. Pastors, missionaries, alumni, and SCS staff are among the featured speakers during the year.
- **Service Projects.** Each year, students are required to be part of one or more service projects.
- **Spiritual Events.** Special days and times are set aside in the school year for the purpose of building a stronger spiritual environment in the school and encouraging spiritual growth in each student. These events include Remembrance Day, Easter, etc.
- **Observation of the Living Curriculum – the SCS Staff.** Our staff model Christ to the students daily. SCS teachers strive to show exemplary Christian character so the students can see that the Christian life is not just a duty and responsibility, but a life filled with love and joy.

Prayer

Prayer is an integral part of our school culture. The staff and students have regular times of devotion, and we sincerely request that the parents pray often for our school. “The prayer of a righteous man is powerful and effective.” (James 5:16, NIV) Parents also regularly meet at the school for prayer.

Curriculum

SCS uses either appropriate Christian resources or the Saskatchewan curriculum, as directed by the Ministry of Education, taught from a Christian perspective.

Textbooks and Learning Materials

SCS takes great care in selecting instructional materials that meet the outcomes of the curriculum. These materials are reviewed periodically for their usefulness based on the latest research around teaching and learning and effective new materials. Students and parents should understand that Christian learning materials that are well written and academically sound are not available for all academic disciplines.

Bibles

The Bible is the main textbook in every course in the sense that every other textbook is interpreted in light of God’s truth. Each student should have a Bible for devotions, chapel, and classes as required by the teacher.

Schoolwork Procedures

Any student who misses an assignment or test for an excused absence will be expected to do the following:

- Complete the work as the teacher directs.
- Except in the case of severe illness, the student must be prepared to complete the work on the day of their return to school. In the case of a severe illness, the student must make arrangements immediately upon return to school to complete the missed work. A written test may be a different test on the same material.
- Normally, the schoolwork will be completed in a classroom to facilitate appropriate supervision. It is not the teacher's responsibility to approach the student – following any absence, students must take the initiative to determine what has been missed.

Departmental Exams

At the Grade 12 level, Provincial Departmental exams may be written where teachers are not accredited – these exams will account for 40% of the final mark for that class.

Student Evaluation

Elementary

The course of Elementary student studies (curriculum) is based on requirements set by the Saskatchewan Ministry of Education. Report cards for Grades K-8 are issued three times a year; exact dates are found in the school calendar.

Secondary

Report cards are issued at the midterm point of each semester and at the end of the semester; exact dates are found in the school calendar. Progress reports are issued to students according to a schedule found in the school calendar. A progress report contains a comprehensive listing of all assignments, tests, homework and any other items evaluated by teachers.

Parent/Teacher Conferences

Parents are given an opportunity to schedule a formal conference with their child's teacher in both parts of the school year. Parents are also invited to contact the teacher during business hours regarding any problems or questions that concern their child.

Secondary Course Selection

For high school students, choosing their courses is part of the enrollment and registration. Some courses have prerequisites, so care must be taken to ensure that those prerequisite courses are in place. An SCS Course Selection Guide may be found on the SCS website.

Permission to make schedule changes is normally granted by the Vice Principal only during the first four weeks of each semester or during the first four weeks of the second semester. After this time students may only change classes if initiated by the administration. Courses dropped after the second week of school will be so indicated on the student's transcript.

A full complement of 10 classes is mandatory for grades 9 and 10 unless medical limitations, academic limitations, or prerequisites preclude this. Grade 11-12 students, in consultation with Administration, choose the courses needed for their academic success.

The Vice Principal normally checks to ensure that students have the prerequisites for courses in which they are registered. It is, however, ultimately the student's responsibility to ensure that he or she has the prerequisites for his/her courses and his/her program will meet the requirements for a Ministry of Education diploma and future career plans. If in doubt, the student should contact the Vice Principal so changes can be made if necessary.

Secondary Work Periods

For work periods, students must be in the library or in an unoccupied classroom. Students leaving on errands must sign out and in and receive permission from their parents. Classes in session may not be disturbed. Students who disturb classes by their presence in hallways may lose their work period privileges.

Homework

Believing that learning should take place both at home and at school, there are instances when homework may be necessary:

- For reinforcement: most elementary students should practice reading daily.
- For practice: students playing instruments need to practice at home or work not completed during class.
- For remedial activity: as instruction progresses, various weak areas in a student's grasp of a subject become evident. Therefore, homework may be given the following instruction to help the student overcome such difficulties.
- For special projects: book reports, special research assignments, and projects are some of the activities that are frequently included in homework. We do request parents' full cooperation in seeing that their children's assignments are completed. Failure to complete homework will affect the student's grade.

How To Help Your Child Develop Sound Work Habits At Home

- Create an environment for your child that is conducive to study. If the dining room table is to be used for homework, be sure that enough hours are allotted before meals to prevent interruption and that the time spent is free from television, conversation, and other distractions.
- Set aside ten minutes per grade level for homework, reading and study. This will help to establish a regular format for learning at home.
- Offer assistance and show an interest in homework assignments. Although parents shouldn't do their children's homework, they can discuss a specific assignment and ask to see the work when it is completed.
- Bear in mind that neatness counts. Studies show that papers that are neatly written and legible usually receive higher grades.
- Get involved in teaching basic skills to your children, such as multiplication or spelling. Have your child read aloud to you and review the day's lessons. Try to make homework and learning fun. Recite poetry to music or conduct a spelling bee.

- Don't wait for a problem to occur. Monitor your child's school performance. Get to know your child's teacher personally. In addition to school conferences, attend school activities, plays, fairs, sporting events.
- Keep the channels of communication open with school and home. Let the teacher know that you care and want to be involved in your child's school activities. Whenever possible, have both parents attend parent/teacher meetings and classroom events.
- Don't be afraid to speak up and ask about your child's development and how you may assist in the learning process.

Academic Honesty/Plagiarism

SCS believes that academic honesty is of utmost importance. To steal or obtain information from others to gain credit for an assignment or receive a higher grade on a test or term paper is immoral and counter to the ideals of Christian education. God calls us to be truthful and honest and to display integrity in our lives.

When a person is involved in cheating, it negatively impacts that person's testimony. Plagiarism, using the ideas or writings of another person as one's own, is also academically dishonest and will be dealt with in the same manner as cheating.

Cheating is a serious offence. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, intentionally allowing another student to copy homework, quizzes, or tests, and unauthorized assistance on tests or quizzes.

The minimum disciplinary action for any cheating or plagiarism will be a zero on the assignment and parents will be notified. This includes cheating on homework, quizzes, tests, and projects. Additional incidents of cheating will result in further disciplinary action that could include suspension or dismissal. At times, certain cheating incidents are severe enough to warrant immediate suspension or dismissal.

Students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment to protect students from unnecessary temptation. Teachers should remind students often of the consequences of cheating. If it is determined that a student has indeed cheated, the following actions may be taken:

1. The student will receive a zero on the assignment.
2. The appropriate Administrator will be notified.
3. The student will confer with the Administrator.
4. The parents will be notified.
5. If the student holds any sort of leadership position in a club, class, or athletic team, the student's position of leadership will be suspended or lost. Cheating is a violation of honour, and leadership is a matter of honour. Cheating and leadership do not go together.
6. Further incidences of cheating may result in a disciplinary review process whereby consequences, including being asked to withdraw, will be examined and administered.

Field Trips

Field trips provide an opportunity for learning away from the school campus or "in the field."

"Acknowledgement of Risk" forms will be issued for all field trips. They must be returned in advance of the trip. Students and parents may be asked to help cover the costs of field trips. Parents are urged to volunteer assistance as needed, either to help with transportation and/or supervision. Generally, at least one chaperone is required for every eight students going on the trip.

Community Service

At Saskatoon Christian School, our philosophy of community service is based on Mark 10:45, which says, "For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." To promote a life-long commitment to serving others, SCS requires a student to give their time and talents for the benefit of others. Where there is a need, we must feel the responsibility to fill that need with a joyful, loving attitude.

AWARDS

Academic Awards: Grades 9 to 12

As a school, SCS is committed to the philosophy of utilizing our God-given abilities and aptitudes. While we recognize these are not the same for all individuals, we want to give recognition to those students who achieve high marks for effort in their studies. Part of this recognition will take the form of Academic Awards which will be established once marks have been calculated. Those who achieve these Academic awards will be recognized at the Secondary Awards Ceremony. The following criteria are used to select students for the Academic Awards:

Honour Roll

Students who achieve an academic standing between 80-89% will receive the Honour Roll Award. Each student's academic standing will be determined by averaging the final marks for the following courses:

Grade 9	English Language Arts A9, English Language Arts B9, Social Studies 9, Christian Ethics 9, Science 9, Math 9, and one other course.
Grade 10	English Language Arts A10, English Language Arts B10, History 10, Christian Ethics 10, Science 10, Foundations and Pre-Calculus Math 10, and one other course.
Grade 11	English Language Arts 20, History 20, one 20 level Science, Christian Ethics 20, one 20 level Math, and two other courses.
Grade 12	English Language Arts A30, English Language Arts B30, History 30, Christian Ethics 30, one 30 level Science, one 30 level Math, and one other course.

Note: Students who do not complete these prerequisite courses will not be considered for an academic award.

High Honours

Students who achieve an academic standing between 90-94% will receive the High Honours Award. Each student's academic standing will be determined by averaging the final marks for the same courses as were used for the Honour Roll Award.

Administrator's List

Students who achieve an academic standing between 95-100% will receive the Administrator's List Award. Each student's academic standing will be determined by averaging the final marks for the same courses as were used for the Honour Roll Award.

Highest Academic Average

Students who achieve the highest academic average in their grade will receive the Highest Academic Average Award. Each student's academic standing will be determined by averaging the final marks for the same courses as were used for the Honour Roll Award.

Elementary Character Awards: Kindergarten to Grade 8

Award categories include:

Captain Category: Leadership, Respect, Courage, Dependability, Responsibility, Persistence, Integrity

Friendship Category: Sportsmanship, Joy, Honesty, Bucket Filler, Encouragement, Peacemaker

Warrior Category: Prayer, Worship, Servant, Scripture

These awards are awarded after each reporting period at a special character awards ceremony.

High School Character Awards: Grades 9 to 12

Grade 12 students will receive their awards at Graduation. Grade 9-11 students will receive their awards in September/October during the Secondary Awards Ceremony.

Note: Character awards are earned and, as such, not all character awards will be awarded each year.

- Spirit of SCS:
 - Workmanship - Intentional effort in all school subjects
 - Spiritual - Displaying the Fruit of the Spirit and involved in church and outreach
 - Integrity - Committed to keeping and supporting all school rules
 - Respect - Showing respect to teachers, fellow students, and the property of others
 - Extra-Curricular Involvement - Serving the broader Christian school community by a willingness to attend and serve at non-compulsory activities
 - Attendance - Being punctual and attending consistently
- Phileo: Genuine friendship and concern for classmates
- Perseverance: Perseverance and diligence to the assigned task
- Petros: Godly development and testimony of body, mind, and spirit; being willing to stand alone for righteousness, regardless of who else is
- Resiliency: Student who has endured extraordinary hardships with a positive, God-honouring testimony

Christian Awards

- Berean: Displaying a love for God's Word through study and application
- Leadership: Exemplary Christian leadership characterized by participation 'heartily, as unto the Lord'

- Golden Apple: Memorizing the book of Proverbs (\$400 monetary gift)
- Silver Apple: Memorizing Proverbs 1-16 or 15-31 (\$200 monetary gift)
- Diakonos: Exemplary Christian service

Fine Arts Awards

- Music: Outstanding music student based on leadership, scholarship, and character
- Visual Arts: Outstanding visual arts student based on leadership, scholarship, and character
- Drama: Outstanding drama student who has displayed consistency, creativity, the strength of conviction, perseverance, enthusiasm, and co-operation in proclaiming the Word of God through drama

Practical & Applied Arts Awards

- Koinonia: Given to the top Commercial Cooking student based on academic achievement and hospitality mindset
- The Thousand Word Award: Given to the top media arts student based on academic achievement, creativity, and attempts to glorify God
- PE(PIE): for the student who participates, improves, and puts out great effort in Physical Education class.

Valedictorian Honours

The grade 12 class nominates an eligible student based upon the following criteria:

- Meets high standards in terms of Christian character and integrity
- Using the most recent marks (including grade 11 if necessary) the student has achieved at least an 80% average in the following five courses: Christian Ethics, ELA, History, a Math, and a Science course
- Are dedicated to being involved in school activities (sports teams, worship, SRC, etc.)
- Demonstrate an excellent attendance record (absences/late) and no disciplinary issues
- Attended Saskatoon Christian School for the entire year prior to graduation
- Are well respected by their classmates and teachers

High School Athletic Awards: Grades 9 to 12

- Most Outstanding Player
- Most Improved Player
- Royal Award: Heart, hustle, and determination

The above three athletic awards are awarded to a boy and a girl in the senior and junior levels in each of the following sports:

- Volleyball
- Basketball
- Badminton
- Golf
- Track & Field

Junior Girls Athlete of the Year

Junior Boys Athlete of the Year

Senior Girls Athlete of the Year

Senior Boys Athlete of the Year

SSSAD Spirit of Service Award

SCHOOL ORDERS

Community Witness and Testimony

When students are admitted, they become identified with the school and their conduct should reflect favourably on themselves and the school. Students need to be aware that their actions contribute to a collective impression of Saskatoon Christian School.

Actions that reflect negatively on the reputation of SCS are viewed in a serious light and will result in discussion leading to a disciplinary response. The Scriptures also declare that Christians are to submit to the authority of our government. Therefore, any SCS student found guilty of illegal activities is subject to suspension from SCS. (Romans 13:1-7)

Position and Authority of SCS Staff

The staff has authority over all students whether they have the student in the class. In the classroom, the teacher will determine the appropriate conduct. Teachers have been given designated professional responsibility to correct the unacceptable behaviour of any student in the school building or any area of the school grounds.

Understanding this responsibility has been given to teachers, students are urged to respond in a positive manner by stopping or avoiding those actions that are unacceptable at SCS or dishonouring God. Students who choose to be insubordinate after being corrected will be referred to the Administration (or in the case of an after-school activity, to the person in charge.) The student must identify himself/herself to any staff member when asked.

Substitute Teachers

Substitute teachers are in the same position of authority as the regular classroom teacher and shall be accorded the same level of respect and consideration. Disrespect shown to a substitute teacher is a matter for disciplinary action.

The Student Code of Conduct

The purpose of the model code is to encourage students to follow Christian standards of behaviour by clearly stating expectations.

- Our relationship with God
 - We will always speak of God with the utmost respect.
 - We will strive for a close relationship with God and encourage a close relationship with God in others through Bible reading and prayer.
- Our relationship with those in authority
 - We will be respectful in our speech and in our conduct.
 - We will be obedient to those in authority over us.
 - We will not condone disrespect displayed by others to those in authority.
- Our relationship to others
 - We will be respectful of others.
 - We will address each other properly and not resort to name-calling, swearing, or dirty language towards each other.

- We will respect each other's property and encourage everyone to feel included.
- We will respect each other's person and remember "no touching except for helping".
- We will learn to apologize when we fail and to seek God's forgiveness and the strength to continue trying to live in obedience.
- Our relationship to school property
 - We will respect school property. This includes furniture, books, equipment, and buildings.
 - We will report any damage done and volunteer to pay for damages if we are responsible.
 - We will accept responsibility for the cleanliness of the school and grounds.

SCS Dress Code Policy

Saskatoon Christian School is committed to presenting a scriptural philosophy for the appearance, grooming, and dress of its staff and students. We believe that this commitment helps create an atmosphere that promotes positive and appropriate behaviour and attitudes, maximizes learning, and fosters Christian character.

While God's Word does not specifically address our attire as Christians, there are scriptural principles that guide our appearance. The Saskatoon Christian School Dress Code is based on the following principles and supporting scriptures:

Principles

How we dress should honour God and others.

"Honor all people. Love the brotherhood. Fear God. Honor the king." 1 Peter 2:17. This is further developed through the following three principles:

- Dignity - We are all made in the image of God. Our appearance, grooming and dress should reflect the dignity of God. This means we should dress in a way that others are attracted to the Christ-like character in us.
 - *"So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God."* Colossians 1:10
- Decency - Our appearance, grooming, and dress should demonstrate an example of purity to those who see us. This means our attire should not call inappropriate attention to our body.
 - *"But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people."* Ephesians 5:3
- Deference - Our appearance, grooming, and dress should demonstrate a setting aside of our Christian liberty to dress in any way we want, but, instead, dress so as not to offend a brother or sister in Christ. This means that we should dress in a way that is sensitive to the genuine concerns of other Christians in each of these areas.
 - *"Therefore, let us not judge one another anymore, but rather determine this, not to put an obstacle or stumbling block in a brother's way."* Romans 14:13

How we dress should be based on the context.

"To everything there is a season, a time for every purpose under heaven." Ecclesiastes 3:1

We work in a variety of contexts:

- Outdoor education
- Grad
- PE
- Bolivia
- Classroom
- Theme days
- Other events

Practice

Appearance (refers to piercings, tattoos, hats/head coverings, hair)

- General - all tattoo, jewelry, and clothing designs should be God-honouring
- Jewelry may need to be removed/covered for specific activities (sports etc.)
- Hats/head coverings - May not be worn in the building from when entering the building to the closing bell
- Attire must be neat, clean, in good repair (no rips/tears), and fitted properly (not excessively tight or baggy)

Grooming

- Personal hygiene - please practice good personal hygiene

Dress (refers to how we dress)

Kindergarten to Grade 5

Dress appropriately for the weather and school activities

- Please wear leggings/shorts underneath dresses/skirts

Grade 6 - 12

Tops

- Midriffs: no gap between the bottom of the shirt and the top of the pants when the student is sitting or standing
- Undergarments must not be visible
- Necklines may not expose the chest or cleavage, have gaping holes, or have necklines lower than modest V-necks (i.e. no deep-V or 'scoop')
- Boys: shirts must have sleeves
- Girls: shirts must have a minimum of two inches of fabric covering the shoulders

Bottoms

- Must cover the bottom and undergarments in every position
- No pajamas may be worn
- Skirts/skorts/shorts/dresses must be mid-thigh or longer in length
- Clingy legwear (spandex/yoga pants/leggings) may only be worn under attire that meets the mid-thigh rule
- Bottoms must stay on the hips (hands-free) or else be belted and must be worn so that undergarments and midriff do not show

Appropriate Footwear

- Clean, firm-soled footwear, and non-marking (shoes, boots, sandals) appropriate for school activities

Outerwear

- Winter jackets and snow/ski pants may not be worn in the classroom

Dress Code Enforcement

The staff of Saskatoon Christian School will do its best to enforce the above requirements consistently, equitably, and with kindness and compassion. Parents are likewise encouraged to instruct their children in making wise, God-honouring clothing and grooming decisions, and to support the school in its efforts to regulate student dress. The adage, “If in doubt, don’t wear it” is the general guideline to follow. The staff will review all questionable instances of dress code violations with the administrator as the final authority. In the case of dress code issues, students will not be permitted to return to class until their dress or appearance has been corrected. If there are repeat situations, the parents will be notified.

The Saskatoon Christian School student dress code shall be in effect for all students participating in SCS events or activities. Teachers have the authority to establish additional guidelines for the attire of their students based on classroom activity (PE/Outdoor Education/Swimming) or student safety. Activity sponsors may impose additional requirements for students participating in school activities and adherence to these guidelines will be required to participate in that activity or sport. The administrator has the final authority to evaluate dress code issues. The administration may waive dress code requirements for educational activities, extenuating circumstances, special school functions, or other occasions as appropriate.

Attendance Policy

Regular attendance and punctuality will assist your son or daughter in meeting his or her full potential at school. The attendance record of a student is considered part of a legal document. Attendance is recorded by 9:00 am and 1:30 pm for elementary and at the beginning of every class in high school.

Regular attendance and punctuality are important for the student to cover all the material and to participate in the class exercises. Prolonged and/or frequent absences affect school achievement negatively, in addition to creating extra work for students and teachers. To encourage regular and punctual attendance, each teacher will keep an accurate attendance record of every student registered in a course.

Parent Notification of Lates or Absences

Parents should notify the School Office of any student absences or tardiness. Informing your child’s teacher is not sufficient notice for attendance.

The School Office will call all parents whose children are absent if parent notification has not been received. To be prepared for emergencies and for accurate record-keeping, parent cooperation is necessary. Students cannot excuse their own absences.

The attendance line phone number is 306-343-1494. Press ‘1’ for the attendance line or email reception@saskatoonchristianschool.ca . To speak directly to office personnel, call between 8:30 am and 4:00 pm.

When leaving a message be sure to leave the following information:

- Your child's first and last name
- The day(s) or times your child will be away
- The reason for the absence/late

If you are planning on going on an extended holiday during the school year, please remember to do the following:

- Contact the School Office by phone or email with the dates you will be gone
- Contact your child's teacher. The staff directory is available on the SCS website in the Parent Zone.

Acceptable and Unacceptable Reasons for Absence

Students are sometimes unsure of what constitutes a legitimate reason for being away from class. We hope the following will help clarify what types of absences will be marked "excused" versus "unexcused."

Absences/Lates WILL be marked "EXCUSED" if they are due to:

- Illness
- Medical appointment
- Bereavement (family member or close friend)
- Legal appointment
- Court Appearance
- Meeting with another teacher
- School Tournament
- Impassable roads or inclement weather
- Approved work experience/job shadowing programs
- Family vacation or non-school tournament (provided that the absence does not occur on the final exam date.)

Absences/Lates WILL NOT be marked "EXCUSED" if they are due to:

- Sleeping in
- Forgetting to check for schedule changes
- Babysitting
- Work
- Birthday
- Skipping class to study or do work for another class
- Missed ride
- Normal seasonal weather disturbances (i.e., schools are still open and transit services are still running; lates will be excused if traffic conditions are poor.)
- Being on vacation on an exam day

Regular attendance is an important ingredient for successful performance in school achievement. Students are expected to attend school regularly except when sick or because of other unavoidable causes.

Excessive Absences

Each case will be handled on an individual basis. After the student has been absent for more than 15 classes with no contact and explanation, the parents and student will be asked to come into school to discuss the lack of attendance. The child's ability to complete the class in the time left in the semester will be discussed.

Intentionally Missing Classes

A student is required to attend every class. Failure to do so is considered a breach of school regulations. Exams and assignments missed during an unexcused absence will receive a grade of 0%. Unexcused-lateness or “skipping” is completely unacceptable and will be dealt with immediately by the administration and may result in detention, suspension, or expulsion. A discussion will happen between administration, parent, and student.

Lates

Being on time is an important life skill and one that is learned both at home and at school. Being late is not only a disruption to an individual but to an entire classroom. Students can only be given an excused late if they arrive with a note from the parent or teacher, or the parent has already phoned in.

Students who arrive at school late in the morning or after lunch MUST sign in at the School Office and must pick up a late slip. They will not be allowed into class without a late slip.

Students who are late for class daily will have a discussion with the teacher. Continued tardiness will result in a conversation with the administration and may lead to an attendance contract. An attendance contract spells out clear changes in the behaviour in a specific length of time and the consequences if this is not achieved.

Leaving School Early

Parents are encouraged to arrange medical, dental, and other appointments outside of school hours. If for some reason, students must leave during the school day, the students must check out at the School Office. They must sign out with a note (or phone call) authorizing the sign-out. Students who leave early must also inform teachers of the classes they will miss. Again, students who leave early are responsible for the work missed. Students who leave without checking out at the office will be considered absent and intentionally missing class. There is a sign-out sheet in the office.

SCHOOL DISCIPLINE

Expectations

The distinguishing mark of a Christian is their love for God and others. Love for others is best demonstrated by respect; we expect our students to respect one another, our staff, and visitors to our school, as well as school property. (Timothy 13:34-35; I Corinthians 8:13; Romans 12)

Biblical Basis for Conduct

We expect students to:

- Love, respect, and honour God
 - Matthew 22:36-40 “‘Teacher, which is the greatest commandment in the Law?’ 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 neighbor as yourself. All the Law and the Prophets hang on these two commandments.’”
- Love, respect, and honour teachers
 - Titus 3:1-2 “Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men.”

- Love and respect fellow students
 - 1 Thessalonians 5:11 “Therefore encourage one another and build each other up, just as in fact you are doing.”
- Respect the property of others
 - Exodus 20:15 “You shall not steal.”
- Respect the truth
 - 1 Peter 2:1 “Therefore, rid yourselves of all malice and all deceit, hypocrisy, envy, and slander of every kind.”
- Learn all you can
 - Proverbs 23:12 “Apply your heart to instruction and your ears to words of knowledge.”
- Look after the school
 - Leviticus 25:23-24 “The land is mine and you are but aliens and my tenants. Throughout the country that you hold as a possession, you must provide for the redemption of the land.”
- Be in the right place at the right time with the right equipment
 - James 4:17 “Whoever knows what is right to do and fails to do it, for him it is sin.”
- Work and play safely with consideration for others
 - Philippians 2:3-4 “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”

School Specific Expectations

Students should:

- play in approved areas
- use all playground equipment in a safe manner
- respect our neighbours and their property
- put litter in garbage containers
- walk quietly in the halls
- follow the individual rules and expectations of each classroom teacher
- keep desks, shelves, and lockers tidy
- come to school with appropriate clothing for the weather. Students from Kindergarten to grade 6 are expected to spend break times outside unless weather prohibits outdoor activity.

Students should not:

- play in shrub areas
- touch bicycles or vehicles that do not belong to them
- throw snowballs, dirt, sticks, rocks, pinecones, etc.
- fight, push or shove
- mark or damage school property
- bring items to school that might cause injury (e.g., matches, knives, sticks)
- enter personal offices, supply, staff, or equipment rooms without permission
- touch or remove materials in or on a teacher’s desk or on another student’s desk without permission
- touch fire extinguishers, thermostats, or AEDs
- be alone in any classroom unless directed to do so.

Bullying

Definition of Bullying

- Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the intention/result of hurting another person physically, psychologically, or socially.
- Bullying can be on-going, or one serious incident.
- Bullying causes pain and sustained stress for the victim.
- Bullying is never justified and is not excusable as “kids being kids”, “just teasing” or “part of growing up”.
- **Bullying is NOT a temporary argument, fight or hurt feelings between friends, or peers.** However, an apparent friendship or dating relationship may have dynamics that would be classified as bullying.
- Bullying involves hierarchical power structures, with either real or perceived social or physical dominance over the victim.
- Bullying often makes the victim feel powerless; that could eventually lead to explosive/destructive behaviour from the victim.

Specific types of bullying may include, but are not limited to:

- Social: Pattern or serious incident of shunning, excluding, rejecting, humiliating, public intimidation, spreading rumours (gossip/notes/social media), with the intent/result of isolating the victim socially from peers.
- Physical: Pattern or serious incident of pushing, shoving, kicking, tripping, punching, throwing objects, manhandling, intimidating, stealing from, or any sort of violence against a victim with the intent/result of causing harm or fear.
- Verbal: Pattern or serious incident of name-calling, insults, or threats with the intent/result of causing psychological/emotional harm or fear.
- Sexual: Initiating and/or executing unwanted sexual contact such as touching, groping, petting, pinching, rubbing, grabbing, as well as making sexually suggestive, threatening and/or abusive comments, with the intent/result of making the victim feel worthless/violated/fearful.
- Racial: Social/physical/verbal/sexual bullying directed at the victim’s race, religion, or ethnicity.

Policy Objectives

- The community and supporters of Saskatoon Christian School are committed to providing a compassionate, receptive, and non-threatening atmosphere for all students to learn and succeed. We believe this to be an outgrowth of our values as an intentional Christian community.
- We believe that love and respect are foundations for our relationships with God and others. Accordingly, we have a “zero-tolerance” policy against bullying, meaning that bullying in any form is unacceptable in our school community. If bullying does occur, students should be assured that all incidents will be addressed quickly and fairly.
- All administrators, teaching/non-teaching staff, students and parents should have a full understanding of what bullying is.
- All school faculty/staff should be thoroughly familiar with the bullying policy and should follow it appropriately when bullying is reported or observed.
- Encourage the reporting of bullying incidents, both observed and experienced, and include confidentiality as an option in making such reports.
- All students and parents should be thoroughly familiar with the bullying policy and should know what steps to take when bullying occurs.

- Students and parents should be reassured that the school takes bullying seriously and will support victims and their families when bullying is reported.
- Bullying will not be excused, permitted, or tolerated once it is made known to staff.

Warning Signs and Symptoms of Bullying

Not all victims of bullying will reveal that they are suffering at school. Many feel that admitting how bad things are will increase their torment at the hands of the perpetrators if they risk disclosure. If no one believed or supported them, this result would be likely. Parents and faculty should openly encourage students to report incidents of bullying that are observed or experienced.

Even if a student is not forthcoming about being bullied, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify and should investigate immediately.

A child may be a victim of bullying if he or she:

- is noticeably frightened or evasive when asked “What’s wrong?”; unconvincing excuses to questions regarding the following behaviour
- suddenly loses appetite
- begins bullying or showing unusual aggression with siblings, playmates, or other children
- repeatedly “loses” lunch, money, or possessions
- has unexplained cuts, scrapes, or bruises
- comes home with clothes dirty or torn, or books/possessions damaged
- begins to perform poorly in schoolwork
- repeatedly claims to feel ill before going to school
- cries him/herself to sleep at night; nightmares
- threatens or attempts suicide or other forms of self-harm
- attempts to or runs away from home
- begins stammering, appearing nervous and/or afraid to look people in the eye
- seems withdrawn, anxious, or suddenly suffering from low self-esteem
- begins to skip school, or begs to change schools or not to go to school
- makes significant changes to his/her usual routine.

These signs may indicate other problems, but bullying must be considered as a possibility to investigate.

Proper Bullying Report/Response Procedures (see *Appendix B* for Middle Years’ Process):

1. All bullying incidents observed/experienced should be reported immediately to a staff member.
2. Staff members will record all reported and observed bullying incidents and forward them to the Principal/Vice-Principal (also appropriate Resource Teacher if the victim or perpetrator is a resource student).
3. An initial interview with the observer and/or victim will be held to substantiate the report. If the incident is to be pursued, an Administrator will seek to get a full report and to determine the extent of the complaint.
4. Parents of both victim and perpetrator will be informed that there is an investigation and maybe summoned to the school for a meeting(s). In severe instances, the local police may be contacted.

5. The bullying behaviour will be fully investigated, with both victim and perpetrator(s) informed that the behaviour will/must stop immediately. The investigation results will determine consequences based on the Discipline Procedure along with the following considerations (if there is a willingness to cooperate):
 - the perpetrator may meet with a designated staff member(s) and his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim's shoes to appreciate the undesirable effects of the behaviour), and to learn appropriate means of changing behaviour.
 - the perpetrator may be asked to apologize to the victim and/or if the victim prefers, will sign a letter promising to avoid all future contact with the victim. The perpetrator may have to fulfill other obligations to help make amends.
6. After the incident has been thoroughly investigated and dealt with, the faculty will monitor both students (including regular "check-ins") to ensure that bullying does not resume or reoccur.

NOTE: If it is a parent/guardian that comes to the school to report that their child has disclosed/reported that he/she is being bullied, then the procedure will begin with Step 5.

Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome or is contrary to a stable environment. All reports are handled in confidence.

Based on a template developed by Page Citizens Against Bullying Association of Northern Alberta.

Discipline

Rationale

The purpose of discipline at SCS is not punitive. Discipline is a component of training that leads to healthy relationships both with God (the vertical) and our fellow humans (the horizontal) and 'yields the peaceable fruit of righteousness to those who have been trained by it' (Hebrews 12:11).

Policy

The desire at SCS is to maintain healthy relationships. When relationships have been damaged, consequences arise; the intended result of such consequences is the restoration and healing of the relationships. Therefore, any discipline meted out is only worthwhile if it is done in the context of a relationship.

This restorative approach is illustrated by Paul in 2 Corinthians 2:5-8 "But if anyone has caused grief, he has not grieved me, but all of you to some extent — not to be too severe. This punishment which was inflicted by the majority is sufficient for such a man, so that, on the contrary, you ought rather to forgive and comfort him, lest perhaps such a one be swallowed up with too much sorrow. Therefore I urge you to reaffirm your love to him."

Each student is entitled to:

- be treated with respect and dignity and to know what is expected of them. The school has enacted codes of conduct and rules that are clear and well communicated.
- be notified of that of which he/she is accused, with the essential facts of what he/she is alleged to have done.
- an opportunity to tell his/her side of the story (or have an advocate speak on his/her behalf). The right to be heard is a fundamental element of procedural fairness. Where the stakes are minor, this can be satisfied by having an administrator or teacher asking the student to explain her/his actions. More serious matters require more formal investigation and documentation.

- be informed of any appeal or review procedure in accordance with SCS policy.
- assurance of no retribution for pursuing an appeal or review.

Discipline Procedures

The Process of Discipline

2 Timothy 3:16-17 provides four steps of discipline: "All Scripture is given by inspiration of God, and is profitable for doctrine [teaching], for reproof, for correction, for instruction in righteousness that the man of God may be complete, thoroughly equipped for every good work."

Step 1: Teaching (Doctrine)

Discipline begins with instruction. Students must clearly know what is expected of them.

Ephesians 6:4 "And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."

Step 2: Confronting (Reproof)

The student who commits a minor offence (see Classification of Offences) is lovingly but firmly confronted by the teacher. An immediate change in behaviour or attitude is expected. Parents/guardians may be notified.

When rebellion is expressed, either by a repeated violation of minor rules or by attitude, the student is referred to the principal or designate. The parents/guardians may be notified.

Step 3: Restitution (Correction)

The student in all cases will be required to make restitution to correct the violation. This may involve seeking forgiveness or repairing or replacing damaged property. Through restitution, the student can have the assurance that they have taken responsibility for their actions and have done what they can to correct the wrong.

Step 4: Administrative Discipline (Instruction in Righteousness)

Where steps one through three fail to correct minor offences, or when a major offence occurs, the student is referred to the vice-principal, principal, or designate for the appropriate level of discipline (see below), taking the context and developmental age into consideration. The goal is to discourage further wrongdoing and promote reconciliation. For extreme offences (see Classification of Offences) the process may proceed immediately to suspension or expulsion.

Levels of Discipline

Level 1

A teacher will refer the student to the vice-principal, principal, or designate in writing. Parents will be notified in writing that administrative discipline is being implemented. The student will be required to make any appropriate restitution. The student may be required to write a letter owning up to the offence, stating the natural consequences of the behaviour, and offering positive alternatives. The student may also serve detentions as a consequence for educational time lost as a result of the offence (s), or lose a privilege. The violation will NOT become part of the student's permanent record. Some form of school-community service may be assigned upon re-admission to class.

Level 2

The vice-principal, principal, or designate may implement an at-home or in-school suspension for 1-2 school days when the offence (s) warrant it. A suspension is defined by the removal of a student's right to attend regular classroom instructional sessions. It is the principal or designates responsibility to inform parents/guardians of a suspension. The suspension will become part of the student's permanent record. Some form of school-community service may be assigned before returning to class.

Level 3

The vice-principal, principal, or designate will implement an at-home suspension or an in-school suspension for three school days when the offence (s) warrant it and the suspension will be part of the student's permanent record. It is the principal or designates responsibility to inform parents/guardians of a suspension. A meeting of the Discipline Committee will be held to discuss the offence (s) and consider possible further action, including expulsion. If the student is permitted to return, school-community service will be required.

Level 4

Repeated suspensions or an extreme offence will result in the immediate suspension of the student and an automatic referral to the Discipline Committee (see below) for expulsion. An expulsion, by definition, is the removal of a student's right to attend school. The Discipline Committee will meet with the student/parents/guardians. The student/parents/guardians will be informed that they may bring an advocate with them if they desire. If the Discipline Committee imposes an expulsion, the student and the parents/guardians will receive a letter of expulsion that also informs them of their right to appeal. Appeals are made to the appropriate SPSD school superintendent.

Classification of Offenses

Minor offences are disruptive but not necessarily harmful. Minor offences are dealt with as they occur by the staff member involved (teacher level). These include such things as:

- breaking minor classroom rules,
- running in the building, hats on in the building, dress code violations,
- unkind, careless remarks, inappropriate noises, lack of courtesy,
- unproductiveness, unprepared for class, late for class, class disruption,
- misusing computers or mobile devices,
- first signs of public displays of intimacy,
- misuse of equipment and supplies, roughhousing (consenting parties),
- littering.

Major offences are behaviours that are disruptive, disrespectful to people or property, insubordinate, or potentially harmful to the students/staff or to school standards (administration level). All offences dealing with illegal substances will be reported to the appropriate legal authorities. Major offenses include such things as:

- continued violation of minor rules,
- stealing, lying,
- cheating, plagiarism (See Academic Honesty/Plagiarism),
- possession of illegal drugs/alcohol/unlawful substances,
- bullying, harassment, intimidation,
- fighting, retaliating, arguing, threats out of anger, yelling at staff,

- public displays of intimacy (i.e., dating couples that have been warned),
- leaving campus without permission, skipping classes, truancy, intentionally out of bounds,
- overt disrespect for authority, deliberate class disruption, deliberate disobedience, defiance, continual unproductiveness,
- making a deliberate mess (i.e., washrooms), defacing property, pranks, throwing objects,
- filthy/coarse language, swearing/cursing, racial slurs, continual rude/mocking behaviour.

Extreme offences are those that require immediate removal of the student from the school temporarily or permanently. All offences dealing with illegal substances will be reported to the appropriate legal authorities. Extreme offences are dangerous behaviours or offences that compromise our community standards. These offences include such things as:

- all levels of administrative discipline have proven ineffective,
- any/all criminal offences, flaunting/bragging about illegal/immoral activity off-campus,
- possession/promotion/use of pornography on the school campus,
- sexting (see *Appendix A*),
- possession/promotion of the use of weapons, veiled or direct threats to intentionally harm students and staff; this would require a Violence Threat Risk Assessment (VTRA),
- promoting heretical, occult, or other anti-Christian teachings,
- causing strife and division to weaken the reputation/principles of the school,
- possession/promotion/use of illegal drugs/vaping/alcohol/unlawful substances,
- practice/promotion of gambling,
- actions that purposefully bring physical, sexual, or psychological harm to themselves or others (VTRA),
- actions that put the school at risk: deliberate tampering of safety mechanisms, playground equipment, setting traps, starting fires etc.,
- actions that purposefully bring costly harm to school or personal property: i.e., windows, vehicles, computers etc.

Discipline Guidelines

Guidelines for Parents

For parents/guardians concerned with a disciplinary action involving their child, they should follow the following procedures:

- After hearing the child's report, contact the staff member involved for their perspective.
- Realize that it is essential to enforce school rules consistently
- Seek resolution at the lowest authority level. Do not bypass any of these steps for an appeal.
 1. Teacher
 2. Vice Principal/Principal
 3. Discipline Committee

Guidelines For Administrators, Teachers, And Discipline Committee Members

All employees and committee members with responsibilities in the discipline process should be familiar with the following guidelines:

Procedural Fairness When Implementing Discipline

All teachers and administrators will follow the basic principles of a fair procedure when implementing discipline as outlined below:

- all decisions should be made according to SCS policies
- decision making is to be transparent with the rules of natural justice to be followed
- students have the right to know the allegations against them and can reply to those allegations
- right to an unbiased decision-maker to hear your case/appeal
- actions should be taken in good faith and without malice
- parents/guardians/students will be notified of their rights and the process to appeal.

Avoiding Bias

All teachers, administrators, and committee members should follow these procedures to avoid bias or the appearance of bias:

- do not prejudge the circumstances or evidence of the case, or give the impression of having done so, even with strong convictions on such matters as “zero tolerance.”
- do not take part in deciding if you have a close relationship or history of personal conflict with the student, their family, or an employee closely involved with the disciplinary action. The administration and staff must perceive the Discipline Committee’s decision to be unaffected by personal relationships,
- remove yourself from the hearing and decide if you have been part of the disciplinary action or part of a committee that agreed for any part of the process. (Testimony may be given in such a case but do not be part of the decision-making process)
- the Discipline Committee hearing an appeal from a disciplinary decision must not view its role too narrowly. The student has a full right of appeal, not just a review of whether the administrator acted within established procedures
- do not receive evidence or representations from administrators or staff in the absence of the person appealing and avoid the appearance of doing so. The administrator who acted in the investigation or the disciplinary decision should not be present for the Discipline Committee’s deliberations.

Discipline Committee

The Discipline Committee will consist of the appropriate Vice Principal, Principal, and Counsellor. If needed, the classroom teacher may also be involved. The Discipline Committee shall give notice to a student and parents/guardians with the following information:

- a description of the actions of the student
- the school rule that is alleged to have been violated
- the potential consequences of the charge
- documentation of all meetings will be kept in the student’s file
- when and where the matter will be considered

Sexual Activity

God has specifically communicated His standard of reserving sex for the institution of marriage. However, Jesus also clearly communicated that a person guilty of adultery/fornication, who subsequently repents, is to be forgiven. If the school becomes aware that students are engaging in sexual activity, the students involved – male and/or female – may be suspended for a period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the student or students responsible, and the appropriate response of the school.

The student and his or her parents are expected to fully cooperate with the school's attempts to determine the facts of the situation. The continued attendance of expectant parents will be considered on an individual basis. Each decision will be made based on Christian concern for the welfare of each student and family involved and for the interest of the student body. This policy will apply to both male and female students.

In the instance that a current student of SCS becomes pregnant, the student should promptly inform the SCS administration of the situation. Parents should accompany their students to meet with the SCS Administration to discuss the conditions of continued enrollment. The student will be allowed to remain at SCS if the following conditions are upheld:

- Abortion is not an option in dealing with pregnancy.
- Parents and students must agree to ongoing counseling with the Christian Counseling Services or another Christian counseling program. Counseling will continue for the duration of the pregnancy while the student is attending SCS.
- Academic standards are maintained.
- Attendance remains consistent with the school attendance policy.
- SCS will make the determination about re-enrollment for the following school year.
- The school reserves the right to remove the student from any event or activity that could damage her health for any reason.
- Any male student who fathers a child is expected to follow the same guidelines except for health concerns.

EMERGENCY

Students must remain on campus until their parent or an approved adult picks them up. A parent or authorized adult picking up a student in an emergency must show their ID to the SCS staff. Parents must then let the teacher supervising their child know they are picking up their child so that SCS can account for every student. Parents are encouraged to explain to their child that it is in his/her best interest to remain at school until an approved individual picks them up.

Winter Advisory for SCS Parents

During the winter months in Saskatoon, there are essential things for all families at SCS to remember:

- Students are to stay inside the school when the temperature (with the wind chill) is minus 27 degrees Celsius or colder. This means elementary students remain indoors during recess and the noon hour.
- If a significant snowfall occurs, making road travel difficult. In that case, families must decide about travelling to school that makes 'safety-sense.' If you feel it is unsafe to drive to get your children to school, please do not attempt to do so.
- Have a plan for your children if you cannot get to the school to pick them up – that is, an alternative home for them to go to for the night.
- In cases of severe weather, there may be instances where Saskatoon Christian School invokes emergency dismissal procedures. Parents and guardians will receive information and instructions.
- Please check the SCS or 650 CKOM websites in the mornings for any notifications.

- Parents should ensure their emergency contact information is kept up to date at their child's school. If emergency phone numbers change, please inform the school staff in the School Office. Please provide a telephone number at which you can be reached immediately.

Daily Security

At 8:45 am, all exterior doors will be locked except for the front entrance. The doors will remain locked during the school day. All parents, invited guests, and other visitors to the school must sign in at the School Office.

Visitors are welcome to have lunch with students if they are parents, pastors, guardians, grandparents, or alumni. Students who graduated from SCS (alumni) and former students in good standing are welcome to visit at noon if they remain in the Commons Area. Unauthorized visitors or anyone who has not signed in should be reported to the School Office and will be asked to either sign in or leave the school property.

Emergency Drills

Fire drills are held periodically during the school year as mandated by the Province of Saskatchewan. Instructions and directions for leaving each classroom, and each building will be given during orientation at the beginning of each school year. Directions will also be posted in each room. Students are to recognize the seriousness of such drills and refrain from improper behaviour. Students will report to their teacher (if during class) for headcount purposes.

Regularly, the school community goes through emergency drills to prepare students to act with calm confidence in an emergency.

Fire Drill Procedures

- Students will evacuate the building following the egress route posted in each classroom.
- Teachers will take roll calls to make sure all students are accounted for.
- Students will remain with their class until they receive direction from the administration.
- Teachers will inform the muster point monitor when a full accounting of their students has been made.

School Lockdown Procedure

A school lockdown alerts staff and students that an imminent danger exists inside or just outside the school.

- An announcement will be made: "A school lockdown is in effect" (repeated twice)
- Students will be gathered into the nearest classroom.
- Classroom doors and windows will be closed and covered.
- Lights will be turned out.
- Students will be moved away from the line-of-sight of doors and windows (where possible).
- Students will be asked to stay together and be quiet.
- The teacher will do attendance when time permits.
- The teacher will collect and turn off all cell phones.
- If someone in the room is injured, the teacher or group leader will call 911 to receive medical advice and communicate the situation. No one is to leave the room.
- School lockdown will remain in effect until a police officer physically arrives and opens the door.

Perimeter Lockdown Procedure

A perimeter lockdown is used when an emergency happens near the school and requires an enhanced level of safety.

- An announcement will be made: “A perimeter lockdown is in effect” (repeated twice)
- No students or other individuals are permitted to enter or leave the building.
- The caretaker or an administrator locks all perimeter doors.
- Non-classroom staff will be assigned to monitor each exit. No entry or exit is permitted, other than at the main entry doors. If anyone is outside another door, they should be directed, without opening the door, to the main front door. Perimeter lockdown signage should be placed on exterior doors directing people to the front door.
- Staff at the front door must monitor any entry and exit to the school. Strangers are not allowed to enter the school, even if accompanied by a known person.
- All in-school routines and instruction continue as normally as possible.
- If Perimeter Lockdown continues over recess or lunch, then indoor recess and indoor lunch routines go into effect.
- No one exits the building without the approval of the school administration.
- An announcement will be made when the drill is complete.

Crisis Response

The SCS faculty, staff, and administration are committed to protecting our students as if they were our own. If the need arises, we have contingency plans that include protecting the children “on-site”, and we have plans in place if the need to move them becomes necessary. We will evaluate the data we can glean from all available media sources and the RCMP/Saskatoon City Police in all circumstances. Using this data, we will make the best decision(s) possible to protect the entire SCS family.

In the event of a crisis, a command centre will be established in a safe location. The Administrator will direct operations from the SCS grounds with police. Additionally, we will:

1. Assess the situation to determine the need to either “Shelter in Place” or to “evacuate to our muster spot (Lakeview Church).”
2. Contact parents as soon as is reasonable and possible. This contact might include local media if communication services are disrupted.
3. Establish supervision priorities, adjusting as unique circumstances might dictate.
4. Comfort, encourage and serve our students until each can be released to his/her parents.
5. Continually monitor all available data to ensure that we are doing everything possible to protect our students.

Parents can participate in this process by ensuring that we have updated emergency contact numbers (home, work, and cell). If any of these change during the year, please contact the School Office.

CLOSING REMARKS

This Parent/Student Handbook is an effort to detail the policies which will govern the operation of Saskatoon Christian School on a day-to-day basis. While it is impossible to write policies that will govern all situations, this document is a good-faith attempt to include policies that will apply to most school-related happenings.

However, the SCS administration does reserve the right to make exceptions to this document's policies as an individual situation might warrant. In the challenging task of managing individual behaviour within a group context, we reserve the right to consider the individual's needs and the greater good of the entire school. The administration reserves the right to change or add any policy at any time, as they see fit and at their sole discretion. If that change occurs during the school year, it will become official policy once the change has been communicated in the school newsletter.

The Parent/Student Handbook will be reviewed annually by the SCS administration to add, delete and to revise content. Parents, students, faculty, and staff are encouraged to submit comments and suggestions for consideration regarding the Parent/Student Handbook to the Principal.

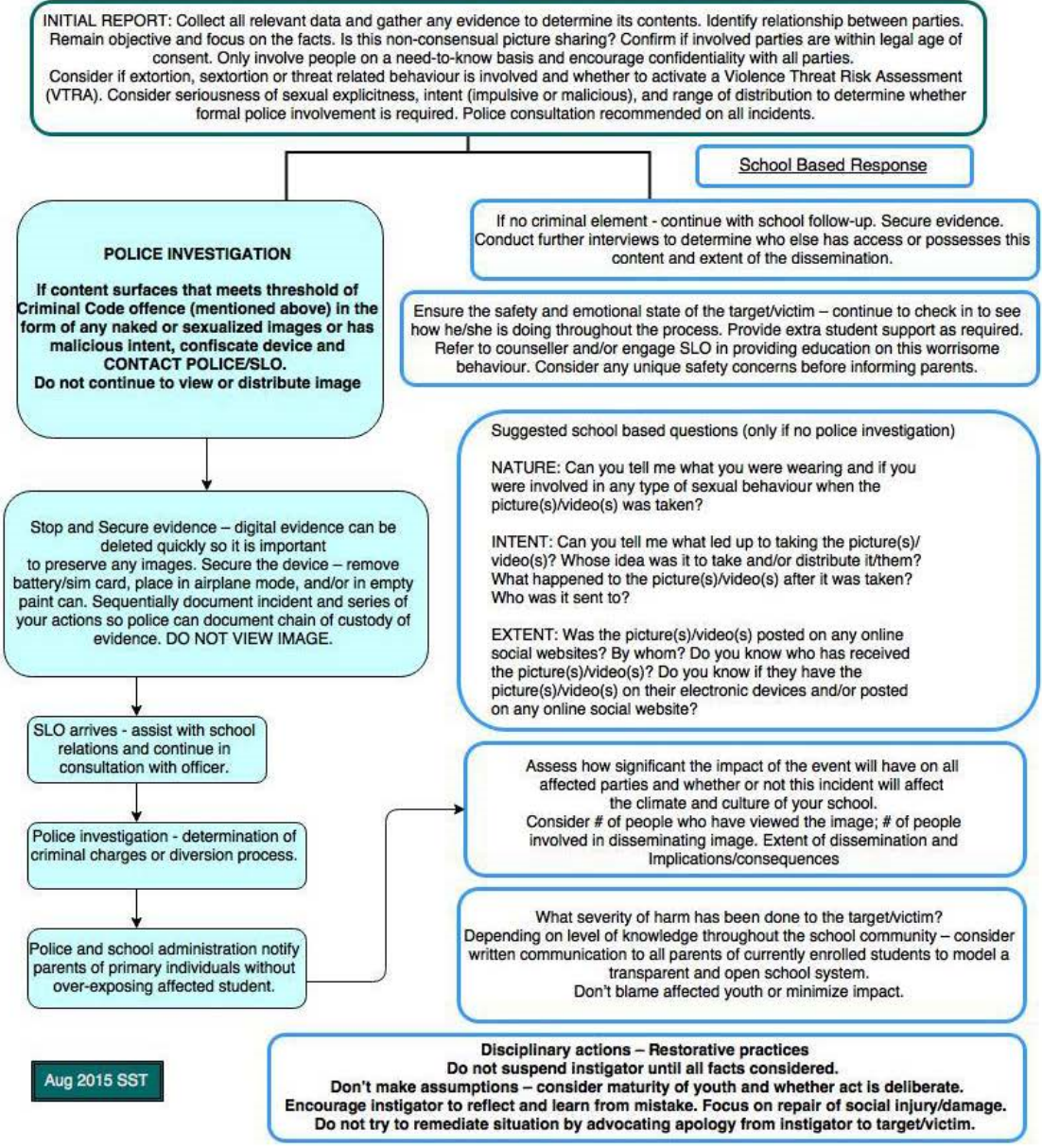
Appendix A

DEALING WITH A REPORT OF "SEXTING" A Guide for School Administrators

Sexting is defined as the sending or receiving of sexually explicit or sexually suggestive images or video via cell phone, social networking, instant messaging or email. It is important that any adult who is made aware of naked or semi-naked images of minors act quickly to limit the extent of harm that may result.

Potential Criminal Code Violations: Section 163.1 relate to Child Pornography charges. There are criminal code offences for making, distributing, accessing or possessing child pornography of youth under the age of 18.

Bill C-13 legislation update (March 2015): Section 162.1(1) states that "Everyone who knowingly publishes, distributes, transmits, sells, makes available or advertises an intimate image of a person knowing that the person depicted in the image did not give their consent to that conduct, or is being reckless as to whether or not that person gave their consent is guilty of an indictable offence and liable for jail time of maximum 5 years. "Intimate image" - a visual recording of a person where they are nude, exposing his/her genital organs or anal region, or her breasts, or engaged in explicit sexual activity; where there is a reasonable expectation of privacy



Aug 2015 SST

Used by permission.

Appendix B

MY LITTLE CHILDREN, LET US NOT LOVE IN WORD OR IN TONGUE, BUT IN DEED AND IN TRUTH. 1 JOHN 3:18

WHAT IS CONFLICT
Conflict is a temporary argument, fight, or hurt feelings between friends or peers.

WHAT IS BULLYING
Bullying is a repeated and intentional misuse of power that causes physical or emotional harm to another person.

REPORT

- You saw/heard/experienced bullying
- Find a safe adult-counsellor, teacher, parent. Tell them what happened.

RESPOND

- A plan will be made to address the bullying behavior & to protect you
- Your safe adult will help you. You will work together to create a plan for change.

RESOLVE

- We will work with you, the person who is bullying you, and, if necessary, your parents, to solve the problem so that you feel safe, valued & accepted
- We will talk about it to make sure it is still resolved. If you start to feel unsafe or devalued by others at school, please ask for help.



First, take time to listen to your child voice their concerns, and help them discern whether this is conflict or bullying. Encourage your child to bring it up with the teacher. This empowers them to use their own voice and advocate for themselves. Follow up immediately by contacting your child's teacher.



The Bully: Instead of bullying, you have a responsibility to treat others with love. If you're finding it hard to be kind, talk to a teacher, counsellor or your parent. Get help first!

The Bullied: The bullied person has a responsibility to report and to follow the action plan, to help resolve the situation.

The Bystander: If you see bullying taking place, you have a responsibility to seek adult help.



The school has a responsibility to create a space where everyone can feel safe, valued & accepted. We have a responsibility to believe you, to respond quickly and carefully, and to help you grow in your relationships.



What if I am being bullied online, or in texts by someone from school?
Take a screen shot; show your parent; block the number & sign-out. Report.

iamstronger.ca

prevent.ca