

London Christian Academy

Parent Handbook

Dear Parents/Guardians:

Welcome to London Christian Academy. We are so very pleased that you have decided to entrust us with your child's education. As a member of the Ontario Alliance of Christian Schools, the Academy exists to provide quality Christian education, based on the current Ontario Ministry of Education Curriculum, integrating every subject area with a Biblical perspective, so as to prepare each student to understand and appreciate God, and to serve Him in the community, the nation and the world.

We strive to provide an educational atmosphere that incorporates a Christian World-View, fosters a positive self-concept and directs the academic, spiritual, social, aesthetic and physical growth of all our students.

This Parent/Guardian Handbook is designed to assist you in familiarizing yourself with the structure, current policies, and daily routines of the school. We trust you will find the Handbook informative and helpful as your family prepares for another year of schooling.

It is our prayer that your family will be truly blessed by the experiences shared at The Academy this coming year.

The Board of Directors
London Christian Academy

Table of Contents

History of LCA	1
Quick Facts About LCA	
Spiritual Life	2
Statement of Faith	3
<u>Academic Life</u>	
Homework Policy	4
Student Evaluation	4
Student Retention Policy	5
Special Education Program	5
French Instruction Policy	5
Awards	6
<u>Community Life</u>	
The School Family	7
Supporting Association	7
Parent Council	7
Communication	7
Parent Volunteers	8
Fund Raising	8
<u>Operational Life</u>	
Discipline	9
Student Code of Conduct	9
Playground Rules and Boundaries	10
Student Dress Code	10
Emergency Medical Treatment of Students	11
Administration of Medications	11
Attendance	12
Absences	12
Leaving School Property	13
Lates	13
Parking	13

Kiss & Ride	13
Visitors	14
Respect of Property	14
Footwear	14
Extracurricular Activities	14
Athletics	15

School Pictures	15
Newsletters and Calendars	15
Website	15

General Information

School Closings	16
Indoor Recess	16
Bicycles	16
Telephone Calls	16
Textbooks	17
Library	17
Staff and Storage Rooms	17
Lost and Found	17
Supervision	17
After School Program	17
Parental Involvement	18

Addendum

LCA's Purpose, Vision and Mission	20
LCA's Commitment to your Privacy	21
LCA Sports Policy	22
Playground Rules & Boundaries	24
Driver Using Private Motor Vehicle Form	26
Administering Medicines to Students Form	27

HISTORY OF LONDON CHRISTIAN ACADEMY

In September 1974, The Christian Academy of Western Ontario (CAWO) opened its doors as a fully recognized private Christian school with 32 students from grades one through six.

A group of Christian businessmen in London, Ontario, had determined to offer an educational alternative to the secular and increasingly humanistic publicly funded school system. They prayerfully committed themselves to creating an interdenominational, evangelical, Christian school, providing excellent academic teaching.

During the first twelve years of its existence, CAWO had to relocate a total of six times. Three of those years were in Riverview Public School, now the site of the Children's Museum.

It was with great excitement that in 1986 CAWO was able to lease land from West Park Baptist Church and build a school on Gainsborough Road near Hyde Park Road. This permanent location offered the stability the school needed to develop its academic and sports programs more effectively.

High school courses had been offered at CAWO from 1978 to 2000. In 2000, Elijah Christian School merged with The Academy. In January 2004, The Academy moved to its new location in central London at 85 Charles Street and shortly afterwards changed its name to London Christian Academy (LCA). This new location allowed LCA to develop many of its programs even further. Today, the Academy is a thriving Christian elementary school with classes in all grades from Junior Kindergarten to Grade Eight.

Quick Facts About LCA

- ✓ Board managed, incorporated, private Christian school, JK to Grade 8
- ✓ Member of the Ontario Alliance of Christian Schools
- ✓ Provides an integrated Christian program based on The Ontario Curriculum
- ✓ Provides a safe, healthy learning environment for all students
- ✓ Regular standardized testing for students grades 3 through 8
- ✓ Well established student evaluation policy
- ✓ Students are well prepared for post-elementary education
- ✓ Maintains a comprehensive student code of conduct
- ✓ Provides a rich menu of extra-curricular activities
- ✓ Every member of the teaching staff holds an Ontario Teaching Certificate
- ✓ Every member of the teaching staff is a member of The Ontario College of Teachers
- ✓ Requires a Criminal records Check on all staff and regular volunteers
- ✓ Supporting Association meets at least twice yearly
- ✓ Parent Council supports the school community
- ✓ Financial Records are available upon request
- ✓ Bursary Fund available for parents who qualify
- ✓ Tuition refund policy in effect

Spiritual Life

All that we do spiritually is directed at building our students in their faith and working with the home and the local churches to equip them to be Christian leaders in their communities, the nation and the world. Chapel, devotional times and Bible classes are all approached from an Evangelical perspective. Our students are encouraged to embrace the four unchangeable truths of that Christian view:

1. The Bible is the infallible Word of God and is the highest and final authority for mankind.
2. We are justified by faith in Christ. There is no work we could ever do to earn salvation.
3. Jesus Christ is central to salvation. It is on Him alone that our hope rests.
4. Christianity is based on a personal relationship with Jesus Christ, which can be had by any individual who puts his trust in Him.

The various components of the Academy's spiritual life are designed to encompass God's five purposes for His church: worship, ministry, evangelism, fellowship and discipleship. All students are expected to participate fully in the spiritual life of the school. Regular Chapel services, service projects, praying for each other's needs, and the formal teachings in Bible classes all support the parents' role in training up a child in the way in which he should go.

Statement of Faith

1. We believe that the Holy Bible is the Word of God, written under the inspiration of the Holy Spirit, and that it is the supreme authority in all matters of faith and conduct. (Mk. 12:26-36; 1 Cor. 2:13; 2 Tim. 3:16-17; 2 Pet. 1:21).
2. We believe in one God, eternally existing in three equal persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. We believe that they execute distinct but harmonious offices in the work of creation, providence, and redemption. (Gen. 1:26; Matt. 28:19-21; 2 Cor. 13:14; Heb. 1:1-3).
3. We believe in God the Father, the infinite, personal spirit, perfect in every respect including (but not limited to): holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of all people, that He hears and answers prayer, and that He gives, by grace, salvation from sin and eternal death to all who come to Him through faith in Jesus Christ apart from works. (Rev. 4: 8-11; Lk. 18:1-8; Jn. 5:24; Eph. 2: 8-9).
4. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, miracles and teachings, and that He lived a sinless life. We believe in His substitutional atoning death, bodily resurrection, ascension into heaven, intercession for His people, and His imminent return. (1 Sam. 7:14; Matt. 1:18-23; Jn. 5:37; Acts 1:11; 17: 2-3; 28:23).
5. We believe in the Holy Spirit, who proceeds forth from the Father and the Son (Jesus Christ) to reprove the world of sin, of righteousness, and of judgment. He regenerates, sanctifies and empowers all who believe in Jesus Christ. We believe that the Holy Spirit dwells within every believer in Christ and that He is an abiding helper, teacher and guide. (Jn. 7:14; 14:16-17; 15:3-15; Acts 1:8; 2:1-4).
6. We believe that all people are sinners by nature and by choice, and are, therefore, under eternal condemnation. We believe that those who repent of their sins and trust in Jesus Christ are regenerated by the Holy Spirit. (Jn. 5:40; 1 Tim. 5:6; Rom. 5:12-19; Eph. 1:13; 2:8-9).
7. We believe in His church as a living, spiritual body, of which Christ is the Head, and that all who have been regenerated by the Holy Spirit are members. We believe in the local church consisting of a company of believers in Jesus Christ, who are associated for celebration, community, edification, evangelism, prayer and stewardship. (1 Cor. 12:12-27; Jn. 4:23; Heb. 10:24-25; Matt. 4:11-13; Rom. 10:13-15; Acts 2:42; 1 Tim. 6:17-19).
8. We believe that a Christian should live for the glory of God and the well being of others, that one should be a faithful steward, that one should seek to realize for oneself and others the full stature of maturity in Christ, and that one should be committed to obeying the Holy Bible. (1 Cor. 6:12-18; Lk. 19:11-27; Jn. 14:15; Col. 1: 28-29; 2 Tim. 3:16).
9. We believe in the personal, physical return of Jesus Christ and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the everlasting blessedness of the righteous, and the everlasting punishment of the unrighteous. (1 Thess. 4:13-18; Jn. 5:24; Rev. 20:11-15).

10. We believe in the biblical account of creation and that man came by direct creation of God. (Gen. 1:1-27).

Academic Life

We value academic excellence and intellectual pursuit. It is our desire that each student reaches his or her academic potential and performs to the best of his or her ability. Good students not only learn the basic knowledge and skills taught, but also learn to analyze, synthesize, problem solve and communicate their understanding. As an educational institution, we strive to provide an atmosphere in which our students can develop their creativity and personal abilities as well as a love of learning and a solid set of work habits and study skills. The Academy provides its students with a curriculum consistent with the expectations of The Ontario Curriculum in order that our graduates will have the opportunity to experience academic success in the publicly funded high school of their choice. The curriculum will follow the guidelines established by the Ontario Ministry of Education, but will be taught from a definite Christian perspective.

Homework Policy

The Academy realizes that Christian families are very busy, and will not unduly overload any child with homework. Children in the lower grades will rarely have homework, but may on occasion have 'finish up' work from that day at school. At grades 4 to 6, homework time should be about ½ hour daily. At the Junior level, homework should consist of work not completed in class, preparation for tests, long term assignments and time for daily review. At grade 7 and 8, approximately 45 minutes to an hour should be set aside each night for homework. At the Intermediate level, homework should consist of work not completed in class, extension of daily work, long term assignments, preparation for tests and a review of concepts from daily work and correction of daily work.

If a student does have homework, it is expected that it will be done well and completed on time. In cases of student illness or in exceptional cases, a student may be excused from not having the assigned homework completed. If a student arrives with homework incomplete, necessary arrangements will be made to complete it, either at recess or after school.

Student Evaluation

Written evaluation of student achievement will be provided to parents three times during the school year: November interim report, February and June. All quizzes, tests and major evaluations will be sent home for parent's signature and then returned to school.

Every other year, the Academy conducts standardized testing for all students in Grades 3 through 8. The Principal, in consultation with the staff and Education Committee, will

choose the appropriate test instrument. Copies of all standardized tests and report cards are placed in the student's Ontario Student Record Card as required by law.

Student Retention Policy

A student who has demonstrated levels of achievement below the minimum standards established by the Academy, in the core subjects of Reading, Writing and Mathematics and whose potential for success in the subsequent grade is deemed extremely doubtful by the classroom teacher, may be retained in the present grade. In all such circumstances the parents shall be consulted prior to the end of the school year. Parents will have time to consider such action and will have the opportunity to meet with the Principal and teacher to discuss the ramifications of such action and collectively decide on the student's grade placement.

Special Education Program

The Academy provides a Special Education program for exceptional students. Our qualified staff provides small group and individual programs for students with specific, identified learning disabilities, and for those who are performing significantly below grade level. Although our Special Education staff will conduct several tests with a student to determine specific exceptionalities, we encourage parents of exceptional students to have their child tested formally by an Educational Psychologist to ascertain a more specific diagnosis. Such information will assist the staff in developing the appropriate action plan. The Academy will assist in arranging for such an appointment if needed.

A student may be referred to the Learning Support teacher for consultation by a parent or classroom teacher. No student will be tested without parental permission. If a student is to be withdrawn from the regular classroom for a portion of the regular school program, a nominal additional charge, based on usage, will apply. There is no fee for any testing procedures conducted by the Academy staff.

Funding is also available through the Community Care Access Centre (CCAC) for professional services in support of students with physical based challenges, which may interfere with ability to achieve success at school. Types of services include Occupational Therapy, Physiotherapy, Speech Therapy and Personal Support Workers. If parents think their child is in need of any of these services they should contact the Principal or Special Education Teacher who will submit a referral the CCAC.

French Instruction Policy

The London Christian Academy generally follows the curriculum requirements as outlined by the Ontario Ministry of Education and Training. According to the Ontario

Curriculum document, *French as a Second Language: Core French*, “**Core French is mandatory from Grades 4 to 8 for all students in English-language elementary schools.** Policy and program requirements for elementary school Core French programs dictate that students entering Grade 4 must receive French instruction in every year from Grade 4 to Grade 8, and must have accumulated a minimum of 600 hours of French instruction by the end of Grade 8. School boards have the authority to introduce Core French before Grade 4. Students should advance through an organized sequence of learning experiences that permits a steady growth of knowledge and skills. Once an instructional sequence has begun, the program must continue uninterrupted to Grade 8.”

At the Secondary School level, it is a requirement to have at least one French credit in order to graduate. Special learning needs may warrant an exception. An application must be made for such exception.

The Academy finds these guidelines to be reasonable and supports this outline of French learning and instruction with a Biblical perspective.

Awards

Students from Grade 1 to Grade 8 have the opportunity to receive recognition for participation and /or achievement in various programs and activities of the school, including: scholastics, sports, clubs, attendance and Christian Living. The Bruno Da Silva Award is presented to the top male and female athlete in the Grade 8 graduating class. The Principal’s Award, the highest award given, is presented to the Grade 8 graduate who displays exemplary academic ability and solid Christian character. There may also be other awards presented to top students from the graduating class as part of the graduation program.

Community Life

The School Family

Every student, staff member and parent is part of London Christian Academy's community and family. We value each participant in the life of the school, and view each person as having been specially placed by God in the Academy. Our various programs and policies are designed to enhance our community life by fostering respect for self and others, involvement in a variety of activities and clear communication between school and home.

Supporting Association

All Academy staff, parents and guardians who attest to being a Christian by agreeing in writing to the Articles and By-Laws of the Constitution and who financially support the Academy are members of the Supporting Association. Although we are a Board run school, we are very interested in the thoughts and opinions of our entire community as we are here to serve you. Supporting Association meetings are held at least twice a year to update our parent base on programs, policies, finances and other areas of school life. This is a vital time for the home and school to communicate with each other and work together for our children's best interests. All families are expected to be represented at these meetings.

Parent Council

The Board has established a Parent Council composed of one parent per grade, the Principal or Vice-Principal and at most two teachers who are not administrators. The Council may also have a non-teaching employee as a member. The Parent Council is established to: provide advice to the administration on educational issues; support the Promotions and Fund Raising Committees; co-ordinate parent volunteers; act as an advocate for Christian education in the community; and be a visible avenue of communication for parents in the school community. The Parent Council meets as needed

in order to accomplish their goals for the year. The Council chair, in consultation with the Principal, establishes the agenda for each meeting.

Communication

The teaching staff employed by the Academy is committed to the provision of the best possible learning opportunities for the students registered in the school. This commitment extends itself to ensuring that each student avails himself or herself of these opportunities. These goals can best be served when the level of communication between home and school provides for open discussion of issues that are of importance to parents. As a Christian community, we follow the Matthew 18 principle in resolving issues of concern that may arise during the school year.

Therefore the following process shall be followed:

1. For problems of a general nature that do not involve an individual member of the staff, the parent should contact the principal's office;
2. Where the issue involves an individual teacher, the parent should contact the child's teacher directly or through the principal's office. If the concern cannot be resolved at this level, the parent and/or teacher should refer the matter to the principal. The principal will discuss the matter with the parent and/or teacher and seek a resolution mutually acceptable to the parties involved.
3. Where, in the opinion of the principal or the parent, the issue cannot be satisfactorily resolved at the school level, the principal or the parent should refer the details to the chair of the Board with full knowledge of both parties.

Parent Volunteers

Volunteers play a very important role in the life of the Academy. Some areas where volunteer assistance is required include: committee involvement, the library, field trips, hot dog or pizza days, and special events. Early in September, the school will send out a volunteer request form and each member of the Supporting Association may consider how he/she may support the school.

As a precaution for all, parents who regularly come in contact with our students, as volunteers, are required to file with the school a copy of a Criminal Records Check. Regular contact for the purpose of a Criminal Records Check shall mean contact which occurs once per week.

Upon occasion, we ask for parent volunteers to assist in transporting our students to school related events. In such instances, a form entitled Driver Using Private Motor Vehicle (see addendum) is to be completed and returned to the school prior to the event.

Fund Raising

As a private Christian school, we do not receive funding from the provincial government. Although our tuition fees cover a percentage of our operating costs, we also depend upon donations and fund raising to keep our resources and programs current and useful. A fund raising committee does exist to plan events that are community building, fun and profitable for our school. The school also coordinates a Tuition Reduction Incentive Plan with specific fundraisers available for families to use in order to reduce their tuition for the subsequent school. Please contact the school office for details.

Operational Life

Discipline

In order to make the community life of the school a positive experience for everyone, certain standards of behaviour must be adhered to by all students. LCA believes that character development takes place mainly in the home, and that parents are ultimately responsible for disciplining and raising their children. In the course of maturing and growing, children, just like adults, will require correction and guidance at different times. The school desires to work with the home in disciplining students when these occasions arise. However, students who demonstrate an ongoing pattern of disrespect, disobedience or inappropriate behaviour will be sent home on a suspension for the parents to deal with the problem. Students, who continue to act out against the authority of the school, even after these steps are taken, may be asked to leave the school permanently. As much as possible, the school will act as a support and resource for the home on discipline issues, but we cannot allow consistent disruptive students to distract their teachers and classmates from the positive and important activities of the school.

Student Code of Conduct

In terms of responsible citizenship all students at LCA are expected to:

- respect all people, especially those in authority;
- be kind, polite and helpful to others;

- respect and show proper care for school, personal and others' property;
- wear clothing which is clean, modest and not offensive (the school reserves the right to ask students with unacceptable clothing to make the necessary changes);
- always enter and exit the school through the designated doors in a quiet and orderly manner;
- respect and adhere to designated boundaries both in the school and on the playground;
- arrive on time for school each day as well as for all classes throughout the day.

In terms of physical safety all students of LCA are expected to:

- not participate in contact sports unless properly supervised;
- not engage in acts of physical aggression or roughhousing;
- not insult, threaten or intimidate another person;
- not be in possession of any weapon or unsafe object;
- not be in possession of, or under the influence of alcohol, tobacco or illegal drugs;
- not leave the school property, during school hours, unless the homeroom teacher is properly informed and parental permission is given. (Parents are asked to inform the school before 9:00 AM, preferably in writing.).

While on the school bus, students are expected to observe the same rules of conduct as they would at the school itself. Students of LCA are expected to:

- remain seated at all times and to converse at a reasonable volume;
- obey the bus driver at all times and dispose of garbage when leaving the bus;
- not yell out the windows or throw any objects out of the bus.

A student will be immediately suspended, and the police may be notified for the following:

- possession of a weapon;
- possession of illegal drugs;
- robbery;
- physical assault causing bodily harm, requiring medical treatment.

A student will be immediately suspended for:

- verbal or physical abuse;
- acts of vandalism;
- possession of alcohol or cigarettes;
- blatant defiance towards authority.

A student may also be suspended for:

- repeated and ongoing patterns of disrespect, disobedience or inappropriate behaviour.

Playground Rules & Boundaries

(see addendum at back of handbook)

Dress Code Guidelines

1. Skirts and shorts must be at least finger-tip length.
2. No skin should show at the waistline.
3. Straps on tank tops must be at least 2 fingers wide.
4. No undergarments should show.
5. Loose t-shirts must be worn for gym classes.

Please Note:

If a student has inappropriate dress he/she would be asked to change. If they do not have any appropriate clothing at school a staff member would provide a t-shirt for the day.

Emergency Medical Treatment of Students

- a. The Academy will request from parents, information that will permit the school to react appropriately in case of emergency. Information requested include:
 - where to contact parents in case of an emergency;
 - alternative contact in case parents are unavailable;
 - emergency medical information;
 - family doctor's name and phone number;
 - Health Card number.
- b. As part of the registration, parents will complete the Emergency Information Card. Information shall be updated annually and parents are expected to advise the school of any changes. If more information is required, parents will be provided with a Special Health Concerns form for completion.
- c. In case of accident, a parent will be contacted as soon as possible in order to co-ordinate treatment for the student. If parents cannot be contacted or in the opinion of the school staff, time is of the essence, the school may act in the best

interests of the student. The action may range from preliminary first aid to seeking medical assistance at the nearest hospital. A Student Accident Form must be completed and forwarded to the principal.

- d. The Board will ensure that:
- at least one person on staff is trained to administer first aid;
 - a first aid kit is well maintained and kept in an accessible location known to all school personnel;
 - Health and Safety inspections are conducted on a regular basis to ensure safety standards are maintained;
 - appropriate supervision in the school and on the property are provided to ensure prompt reaction in the case of emergency.

Administration of Medications

- a. Before any medications will be administered by school staff, the parent(s) or guardian must submit a written request to the principal, accompanied by the authorization from the prescribing physician, using the approved form. (see addendum)
- b. The principal will decide, in co-operation with the school staff, which person(s) will accept responsibility for the administration of the medication, and they will take all reasonable precautions to ensure the physician's instructions are precisely followed.
- c. The form clearly indicating all details for the administration of the prescribed medication is to be filed in the school office and a daily record of administration maintained.
- d. The medication must be in a prescription container, clearly labeled and stored in a secure location. If the child is to transport the medication only, one day's dosage should be brought to school at a time. The principal may arrange with the parent(s) or guardian to deliver a weekly supply to the school, which must then be stored in a secure location.
- e. Equipment used for the administration of medication should also be kept in a secure location.
- f. Prescribed medication administered under these regulations will likely fall into one of the following categories:

- Long Term Medication necessary on an on-going basis(e.g.) to control hyperactivity or epilepsy
- Short Term Medication which is necessary for a specific period of time (e.g.) antibiotics
- Emergency Medication which is necessary for a specific situation e.g. adrenalin for severe allergic reaction. The principal may involve the public Health Nurse to provide specific instruction and staff training concerning the individual child and the medication if emergency administration may be required.
- g. Parents and physicians should be advised that the staff will not administer medication when instruction from the physician calls for discretion on the part of the individual administering it, e.g. “when deemed necessary” or “as per required need”. This provision may be waived as part of a specific management plan.

Attendance

Students are expected to be in school, and on time for all classes. Although illness and family emergencies do arise over the year, parents must do everything possible to prevent their children from missing time unnecessarily. As much as possible, vacation times should be scheduled to parallel the school calendar.

Absences

When a student is absent from class for any reason, it is the student’s responsibility to get missed notes, handouts, assignments, etc. from a fellow student within the first two days of returning to school. If, after reading the missed material, the student needs help, he/ she should go to the classroom teacher for assistance.

If the student knows ahead of time that an absence will occur, the student must let the classroom teacher(s) and office know. If an assignment is due or a test is set for the day of the absence, the teacher will make alternative arrangements with the student. If the student does not make the teacher aware of a planned absence and misses the test or assignment due date, a penalty will be given at the discretion of the teacher.

When students are absent, parents are asked to inform the school by telephone before 9:00 that morning. This greatly reduces the number of phone calls the office needs to make in order to account for all students.

Leaving School Property

If a student needs to leave the school property during the day, he/she is to make sure that the classroom teacher has been properly informed, as well as the main office. A sign out sheet will be available in the office and must be used by the students as they leave and re-enter the school.

Lates

Students should arrive to school before 8:40 am. Families are expected to adjust their schedules to meet this starting time. Students who are late for school must report to the office where they will receive a late slip. This must be presented to the teacher upon entering class. Frequent, unexpected lates will be dealt with by the principal or vice-principal.

It is important that students arrive on time. Arriving late disrupts the class in session and deprives students of valuable learning time.

Parking

If parents need to come into the school they are asked to make use of the parking lot at St. Joseph's church next door to the school. Parents will not be permitted to park in the lot in front of the school as this is reserved for staff and outside visitors. When parking at the church, please do not park in the spaces, which are closest to the building (beside the handicapped space). These spaces are reserved for church staff and visitors.

Kiss & Ride

When parents come to pick up their children after school they are asked to pull up into one of the Kiss & Ride stations where parent volunteers, wearing identifiable vests, would assist children into their cars. Drivers must approach the Kiss & Ride stations on Charles Street with the passenger side of the car facing the school. If your children are not ready when you approach a Kiss & Ride station, you will be asked to keep driving (turn left on Mount Pleasant, left again on Edith and then left back onto Charles Street). We may make use of student safety patrols, who will also be using identifiable vests, to assist the parent volunteers.

Please continue to use the church parking lot if you need to come into the school. We appreciate the church allowing us to use their lot and we need to honour a request they have made. Do not park in the spaces, which are closest to the building (beside the handicapped space). These spaces are reserved for church staff and visitors. We also need to drive with extreme care in front of the school and in the parking lot, especially during

the slippery winter weather. Please instruct your children carefully about safe pick-up and drop off practices and we will do the same with them at school. After school time is not a time of play for students as they will be required to wait in a gathering area between the school and the church until they are picked up. Parents will not be permitted to park and wait out front of the school on the road.

Visitors

Interested parents and potential students are invited to visit the school and different classes at any point during the year. Former students and friends of present students may visit for a day with permission from the principal, although in most cases visitors will be asked to visit only during the lunch hour. Such visitors are not encouraged on a regular basis since it can be disruptive to the academic atmosphere of the school. All visitors must report to the office to register when arriving at the school. Attendance of a visitor in any classroom is at the discretion of the teacher.

Respect for Property

Students or their parents will be responsible for repairs or replacement costs required due to intentional or careless behaviour that results in broken or damaged equipment or property.

Footwear

All students are required to have an extra pair of shoes for indoor use at the school.

Extracurricular Clubs and Activities

Over the course of the school year, various clubs, music programs and Intramural sports activities take place over the lunch hour depending on staff availability and student interest. Students are encouraged to get involved in these various extra-curricular activities.

Athletics

Our school participates in the Christian Athletic Association of Southwestern Ontario (C.A.A.S.O.) as well as taking part in some tournaments with the Woodstock District of OACS and possibly exhibition competitions or league play against other local schools. Grades 3 to 8 athletes compete in Cross-Country in the Fall and Track and Field in the Spring. Our senior teams participate in soccer, volleyball, floor hockey, basketball,

badminton and softball and some junior teams may be available for students in the junior grades as well. For each event, school uniforms or colours must be worn. Participating students on a team are expected to meet academic and behavioural standards set by the school. Students who try out and make a school team are expected to be committed to all practices and games. Our school sports policy (see addendum) provides more detail in this area.

School Pictures

Class pictures are usually taken in early September. There is no obligation on the part of parents to purchase pictures. Graduation pictures are usually taken in the Spring.

School website, calendars and e-blasts

Our school newsletter is made available to school families in the form of an e-blast. These are usually sent to families twice a month. Information is also available on the school website (www.londonchristianacademy.ca). The newsletter serves to inform parents of upcoming class and school events, and to highlight the accomplishments of our students and other members of the community.

A calendar of events is sent home at the beginning of the school and a calendar is also maintained on the school website outlining a variety of school activities and events planned throughout the school year.

The school website (www.londonchristianacademy.ca) also maintains a Parent Portal, which is password protected for LCA families. Please contact your child's teacher for access to this portion of the website.

General Information

School Closings

All school closures due to weather conditions will be posted on our school website (www.londonchristianacademy.ca) by 7:00 a.m. and may also be communicated through e-blast, facebook or other social media tools. If school is to be closed during the day for any reason, the Emergency Phone List will be used to notify parents. Individual students will not be dismissed until the parents or designated emergency contact has been notified. Please note that because we have a number of out of town students, it may be necessary to close the school even when public schools in the area remain open.

Indoor Recess

Indoor recess will be held when the weather conditions warrant. In the winter, when the wind chill factor is -25°C or colder as reported before school commences, recess will be held indoors.

Bicycles

If bicycles are ridden to school, they should be locked and parked by the fence near the staff parking lot. Students are not permitted to ride bicycles or skateboards during regular school hours.

Telephone Calls

Students are discouraged from using the telephones in the office. Calls will only be permitted for emergencies. There may be times when parents need to telephone the office to communicate messages to their children. The office is pleased to help in these circumstances. However, parents are asked to refrain from making this a daily practice and, as much as possible, should communicate important information to their children in the morning before school.

Cell Phones

Cell phone use is not permitted by students while at school. If students are required to bring a cell phone with them to school for use after school hours, they must leave their cell phone with their classroom teacher at the beginning of the day and pick it up again after the school day is finished.

Textbooks

In various grades, the students will be loaned textbooks for the year. Students will be financially responsible for damage to or loss of textbooks in their care. In the case of replacement, textbooks will be handed out upon payment.

Library

Students are invited to borrow books from the library, but are expected to return them promptly on the due date. If books are not returned to the library, or are lost, the student will be responsible for the replacement costs.

Staff and Storage Rooms

The staff room is deemed off limits to students unless accompanied by a teacher or given permission by a teacher to use the room. The microwave in the staff room is not available for student use. Parents are advised not to include food requiring heating when planning lunches. The school photocopier is for staff use only. If a student project or presentation requires photocopying, the student must obtain permission from the classroom teacher well in advance for scheduling the time for reproduction. The telephone is for emergency use only. Please make arrangements for after school rides before coming to school. Such calls are not, in normal circumstances deemed as emergencies.

Lost and Found

The Lost and Found area should be checked regularly for misplaced items. At the end of each month unclaimed articles will be sent to the Goodwill. Please do not leave backpacks, jackets etc. at the front of the school when leaving for the day. These items will be placed in the Lost and Found and at the end of the month be sent on to Goodwill.

Supervision

The staff provides outdoor supervision for students before school (8:30-8:40) and after school (3:30-3:45). All students must be picked up by 3:45. If a family cannot arrange for this, the office must be notified. Parents must also inform the office if a non-family member will be picking up the child.

Before and After School Program

A before school program is available from 7:30 – 8:30 a.m. and an after school program is available from 3:30 - 5:30 pm each day. Interested parents are required to register in advance. Information about this program can be obtained from the school office. There is a nominal fee for use of this program.

Parental Involvement

London Christian Academy depends upon the involvement of parents on a variety of levels in order provide as many opportunities as possible to our students and in order to keep tuition fees as affordable as possible. There are many opportunities for parents to be involved and parents are expected to contribute to the school in an area of interest or need. The following is a list of some of the areas where parent involvement is needed:

Committees

Parent Council	Fundraising
Finance	Education
Facilities	Promotion
Technology	Alumni
HR	

In-School Help

Classroom Helper	Library Helper
Field Trip Chaperone	Team coach or assistant
Food Day Helper	Playground supervision
Kiss N Ride	School Club Supervisor

Special Event

Fun Day	Track & Field
Speech/Poetry Meet	Drama or Musical
Event support team	

Addendum

- 1. LCA Purpose, Vision and Mission**
- 2. LCA's Commitment to your Privacy**
- 3. LCA Sports Policy**
- 4. Playground Rules & Boundaries**
- 5. Driver Using Private Motor Vehicle**
- 6. Administering Medicines To Students**

London Christian Academy

Purpose, Vision and Mission

Purpose

Christ-centred education providing a solid foundation for life.

Vision

London Christian Academy strives to be recognized as a leading Christian elementary school in Ontario, producing future Christian leaders who will impact their community and beyond.

Mission

London Christian Academy strives to:

- Provide an educational atmosphere that incorporates a Christian worldview while fostering a positive self-concept in every student
- Direct the academic, spiritual, social, aesthetic, and physical growth of all students
- Maintain a strong financial foundation to support long term stability and growth.

LCA's Commitment to your Privacy

On January 1, 2004 the federal government enacted the Personal Information Protection and Electronic Documents Act ("PIPEDA"). This new law was developed to protect the privacy of Canadians by controlling the collection, and proliferation of personal information.

As a result of various types of transactions, London Christian Academy (LCA) may obtain, use, and retain certain information of a personal nature about your family. This information may include your age, address, telephone number or other contact information, employment information, medical information, banking information, and a variety of other types of information, which you may consider to be confidential. At LCA we are committed to protecting your privacy by complying with the federal government's PIPEDA requirements.

LCA has developed a policy, which we believe will be effective in helping to protect your privacy. As part of this policy, LCA has designated an individual, called the Privacy Officer, who is responsible for the protection of your personal information. LCA will make every reasonable effort to ensure that:

- we collect only that information which we need from you in order to carry out the business of running the school and that we only keep the information as long as necessary;
- your personal information is protected against loss, theft and unauthorized access; and
- your personal information is not disclosed, without your consent, to other parties outside of the requirements of operating the school.

If you have any questions or concerns regarding the protection of your privacy or if you would like a copy of LCA's Privacy Policy please contact the Privacy Officer at,

London Christian Academy
85 Charles Street,
London, ON

N6H 1H1
ATTN: Privacy Officer

LCA Sports Policy

The Bible often speaks of accomplishments of physical skill (running, archery, etc.). It also uses athletic competitions as a metaphor for the Christian life (1 Cor. 9:24-27, etc.). Athletics are a valuable training ground for the young Christian since many virtues can be taught that can be further applied to a life of godliness: self-discipline, training, goal-setting, striving for excellence, and fair play, to name a few. And so, at the Christian Academy, we consider sports programs an integral part of the overall educational experience of our students.

There are three main sport or physical development programs that are run at London Christian Academy (LCA): physical education classes, intramural sports and competitive sports.

Phys. Ed.

Phys. Ed. classes are intended to promote physical activity in young people within the Christian context. Emphasis is placed on promoting a positive attitude towards healthy, active living and the development of fundamental physical skills. Cooperation and full participation are emphasized over competition in a non-threatening environment where students are free to make mistakes and try new things.

Intramural sports

Intramural sporting activities are offered in a variety of sports throughout the school year. The purpose is to provide all students with an opportunity to enjoy a sport of their choice no matter what their level of skill. To ensure maximum benefit, some sports may be divided into age or grade categories. Basketball, for example, may be divided into two categories or divisions: Grades 2-4; Grades 5-8. All students in a selected grade range are eligible and encouraged to participate. The only requirement is that students must participate if they sign up. This fosters a sense of commitment and responsibility to fellow team members. Intramural sports are more competitive than Phys. Ed. classes, but less demanding and competitive than competitive sports. Emphasis is placed on participation and fun for all team members.

Competitive sports

One of the purposes of competitive sports is to provide a venue in which students with strong abilities and/or potential can develop their skills at a higher level. We intend to give students a more in-depth understanding of teamwork (cooperation, selflessness), competition, and sportsmanship at this level as well. When there are more students interested than there are positions on the team, students exhibiting the greatest ability and/or potential will be chosen. The objective is to put forth the strongest representation we can. (A similar philosophy is employed regarding the Speech Meet). If two students seem equal in the assessment of the coach, a student in an older grade will be chosen over one in a younger grade. Also,

- Coaches will do their best to give all students an opportunity to play, but may not play all students equally or at all in highly competitive games.
 - Students who make a school team must be committed to attending all practices and games except in extenuating circumstances (approved in advance by the coach).
 - A staff coach or representative is needed for all school teams.
 - Parent volunteers or coaches can be used if the staff does not have someone able or available. Parent coaches will be chosen based on interest, ability, and availability.
-
- When possible, junior teams can be used to develop the skills of younger students and give them competitive opportunities.

- LCA participates in The Christian Athletic Association of South western Ontario (CAASO). Coaches may look for additional opportunities for their teams to play and compete.
- Students must maintain a high academic standard (as determined by the teacher) to try out for/stay on a school competitive team.
- Students must exhibit a high standard of Christian conduct (on and off the court) in order to stay on a school competitive team. The standard required is, at minimum, the school's Code of Conduct. A high standard is necessary as teams have contact with other schools and organizations. They represent LCA (and therefore Christ) to others.



Playground Rules & Boundaries

- 1. No student is allowed behind the portables, in front of the school or in the park unless supervised by a teacher.**
- 2. No skateboards, roller blades, bikes or scooters are to be used at school. Bikes should be locked to the fence beside the teacher parking lot if ridden to school.**
- 3. Personal electronic devices are not allowed at school unless allowed by a teacher in supervised settings. This includes, but is not limited to Laptops, Cell phones, iPads, IPODS and Cameras. Students must report their possession of any personal electronic devices to their teacher at the start of the school day and follow school and classroom guidelines for use while at school.**
- 4. Students are not allowed to climb trees during school hours.**
- 5. Students are not allowed to climb railings or go under stairs.**
- 6. No physical contact, aggressive behavior or snowball throwing is allowed at school unless directly supervised by a teacher.**
- 7. Students are not allowed on the Green electrical box behind the gym.**

- 8. Students are only allowed on the school playground equipment during designated recesses as follows: grade 1 & 2 during morning recess, Kindergarten up to grade 2 during lunch recess and grade 3 & 4 during afternoon recess.**
- 9. Students using the playground equipment must go down only and one at a time when using the slide, not hang or swing upside down, not bring food into this area, not play tag while in this area.**
- 10. Students using the park during lunch time supervision must stay out of the tree and bush area, stay off the soccer and baseball fields unless special permission is given and stay south and west of these two field areas. Flip flops are not allowed at the park and food should not be brought to the park.**
- 11. Students are not allowed to chase or disturb pets belonging to homeowners who back onto the park.**
- 12. All playground equipment must be put away at the end of each recess.**
- 13. Students must line up quickly and quietly once the bell has rung.**
- 14. Students are to go quickly to the designated Kiss & Ride area after classes are dismissed at the end of the day and wait there until their parent or designated driver arrives to pick them up.**



London Christian Academy

Driver Using Private Motor Vehicle

The Board of London Christian Academy recognizes that on occasion, transporting students by private motor vehicle is essential. In order to help safeguard our students, all persons providing transportation are expected to indicate compliance with the expectations of the Board by having a copy of this completed form on file at The Academy. A new driver form is required every new school year.

Expectations of Drivers

· Safety is a prime concern, thus compliance with all laws governed by the Highway Traffic Act is required.

· Students must be wearing a seatbelt when the vehicle is in motion. Car seats and/or booster seats must be used when required in accordance with the laws set by the Ministry of Transportation Ontario and the Ontario Highway Traffic Act (www.mto.gov.on.ca)

· The driver shall have insurance coverage of at least \$1,000,000.00. Parents are responsible to maintain their own insurance and ensure it is adequate for the various activities in which they engage, including driving for school functions. For more information regarding the adequacy of your insurance coverage under a variety of scenarios, please consult an insurance or legal professional. The school's insurance is in effect beyond the coverage held by the individual.

· The driver must ensure the vehicle is in a safe condition for operation.

· The driver must have a full G license, be 25 years of age (or older) OR have 5 years experience.

· If travel is to extend beyond the city boundaries, a signed parental permission must be on file at The Academy for the student to travel with a school appointed driver.

◇ I have read and understand the expectations of drivers of students and agree to abide by such expectations.

◇ I have received training in LCA's "Child Welfare Policy and Procedures" and have submitted a completed "Acknowledgement of Training Form" to the school office.

◇ I have submitted a vulnerable sector check, current within the past 3 years, to the school office.

Parent/Guardian #1 Name (Please Print): _____

Date: _____ Signature: _____

Driver's License #: _____ Vehicle: _____

Parent/Guardian #2 Name (Please Print): _____

Date: _____ Signature: _____

Driver's License #: _____ Vehicle: _____

85 Charles Street
London, ON N6H 1H1

office@londonchristianacademy.ca www.londonchristianacademy.ca

ADMINISTERING MEDICINES TO STUDENTS
REQUEST FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Student: _____ Date of Request: _____

Address: _____ Home Telephone: _____

School: Christian Academy of Western Ontario Principal: _____ Phone: _____

Instructions From Physician

Name of Medication	Dosage	Frequency and method of administration (e.g.) half hour before lunch/ at recess by mouth/ injection
_____ _____		

Dates for which the authorization applies
e.g. September to June/ Next two weeks _____

Any other instructions for the school personnel? (e.g.) Diagnosis, possible side effects, storage requirements, other medication, etc.

In my opinion, it is necessary for school personnel to administer this medication during school hours.

Physician's Stamp

Physician's Signature

.....
Authorization From Parent/Guardian

I/we hereby request that medication be administered to _____ according to the physician's instructions given above. (Child's Name)

I/we understand that The Christian Academy of Western Ontario and the school personnel will not be responsible for any adverse consequences due to the administration of the medication.

Parent/ Guardian Signature(s): _____

Note: This request will expire on the date given above or on June 30th of each school year.

.....
School Arrangements

This medication will be kept _____ . It will be administered (Secure Location)

by _____ or by _____ according to the (Signature of school principal) (Signature of school personnel)

instructions given above. Signature of Principal: _____