



Parent – Student
Handbook
2024 - 2025

Cochrane Christian Academy

Address: 129 Powell St, Cochrane, AB T4C 1Y2

Email: cochranechristian@rockyview.ab.ca

Website: cochranechristian.rockyview.ab.ca

Telephone: (403) 932-5177



The Student-Parent Handbook is an important tool for both students and parents. Please take the time to read the school handbook for your own information as well as to your child where you feel it is applicable. While every attempt is made to provide a complete explanation of the various aspects of school life, invariably omissions may be made. In addition to this handbook please consult our school website and office for further information. Teachers will also provide parents and students with important information specific to their grade and classroom.

The fear of the Lord is the beginning of knowledge.

Proverbs 1:7

Our Vision



We are a community of learners journeying together to discover our full potential as expressions of God's love.

Our Mission



Through relationship in Christ, we are committed to:

- Developing learners with God-given PURPOSE,
- Cultivating a family COMMUNITY, and
- Making an IMPACT in our world.

PURPOSE | COMMUNITY | IMPACT

Statement of Faith

- The Bible is the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15 and Peter 1:21).
- God is the creator of all things. God eternally exists in three persons, the Trinity: Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:18-20 and John 10:30).
- Jesus Christ was born of a virgin, died on the cross for the atonement of sins, and rose from the dead to sit at the right hand of God (1 Corinthians 15:3-4, Ephesians 1:7, Hebrews 2:9, and John 11:25).
- People are sinful by nature and are saved from eternal damnation by their faith in Jesus Christ (John 3:16-21, John 5:24, Romans 3:23, Romans 5:8-9 and Titus 3:5).
- Only through Jesus Christ are people able to have a personal relationship with God who is omnipresent, omniscient and omnipotent (John 14:6).

A Christian Education Partnership Agreement

Commitment to a genuine partnership between home and school is emphasized at Cochrane Christian Academy. This partnership is best achieved when parents, teachers, and students each support the beliefs and philosophies of Cochrane Christian Academy. Parents and students understand that a Christian Worldview will be evident throughout all aspects of Cochrane Christian Academy. Chapel, Daily Devotions, Bible instruction, and Scripture Memory will be a part of the daily and weekly activities. Parents are required to acknowledge that they have read and understand the Christian Education Partnership, Mission Statement, and Statement of Faith for Cochrane Christian Academy and agree to uphold and support them.

A Christian Education Partnership

A fundamental key to the success of the Cochrane Christian Academy is the partnership between the school, students, parents, and church.

Why Choose a Christian School?

At Cochrane Christian Academy, we believe that a Christian philosophy of education is fundamental to our mission. We are grateful that you have chosen our school to support you in your responsibility as parents to provide a God-centered and Christ-honoring education for your children. The Bible emphasizes the importance of the home in raising and educating children.

“These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:6-7 (NIV)

Christian parents have a significant role in educating their children in a manner that honors God. By partnering with other Christian families, they can provide the education that aligns with their faith. At Cochrane Christian Academy, we support this by having teachers who act 'in loco parentis'—in place of the parents—during school hours. This partnership is the foundation of our school's existence.

Please review the following information to see if Cochrane Christian Academy is the right fit for your family. The bottom portion of this document includes the Parent Covenant, where you can commit to Christian education.

An Extension of the Home

Our school serves as an extension of the home. Teachers exercise the same authority in the classroom that parents do at home. Children are expected to respect and obey their teachers just as they would their parents. While the authority to educate belongs to the parents, they delegate this responsibility to teachers during school hours.

It's important for parents to remember that the Christian school is a supplement to, not a substitute for, the Christian home. The Christian family remains the primary unit for the education of children, with the home providing the foundational instruction and example. Christian education is a partnership between the home and the school, working together to nurture and educate children.

We are honored by the trust you have placed in Cochrane Christian Academy. It is our prayer that our school will exemplify the truth of Christ to your children. As stated in 2 Timothy 3:16-17: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work" (NIV).

Cochrane Christian Academy Environment

A child's character is affected by the quality of his earliest environment. Cochrane Christian Academy offers an environment that encourages character development pleasing to the Lord.

A child is also strongly influenced by the role model of significant adults and friends in his/her life. Cochrane Christian Academy provides role models in Christian teachers and friends who share the parent's values, beliefs, and desires for the child.

A child matures intellectually and spiritually as he/she is trained to discern right from wrong, good from evil. At Cochrane Christian Academy, knowledge is integrated with the truth of Jesus Christ. A Bible-based lifestyle is modeled in contrast to the world's relative morals and values.

A child becomes a whole Christ-like person in response to love. Cochrane Christian Academy encourages commitment to Christ and behavior that shows the result of God's love in both faculty and students.

The school agrees to work closely with parents or guardians in helping the students to learn and to solve their school-related challenges. This will include providing competent teachers, a full and balanced curriculum, regular reporting, supervision of the students and programming, and cooperation with the home.



Agendas

All students in grade K-4 receive an agenda. The agenda is provided by the school and is an important tool essential to student organization, time management, and communication between home and school. Parents are encouraged to review their child's agenda daily. The agenda should be with students for all classes. Should it get lost, students can purchase a new agenda from the school at a cost of \$6.25 or purchase an agenda at a store. Classroom information is also updated on the school website site and teacher pages.

Attendance

The School Act states that students must be punctual in their attendance at school. In the event of an absence please **notify the school office that your child will be away via the Safe Arrival app.**

The SafeArrival system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

- Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
- Use the **SafeArrival** website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
- Call the toll-free number 1-833-244-5565 to report an absence using the automated phone system. These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

As attendance is very critical to student learning, students on planned extended absences of three or more days from school are expected to contact their child's teacher to develop a plan for students to catch up on missed work prior to their absence. Teachers are not required to prepare homework packages for students leaving on extended absences. Students are responsible for work missed due to their absence.

If a student's attendance becomes a concern, teachers, the CDA, or administration may reach out to parents to provide support for students to attend school. If a student's attendance approaches or drops below 80% they may be referred to RVS attendance support programs.

Please ensure that when a student is late for school, he/she enters via the front doors, signs in at the office, and then proceeds to their classroom. If too many late arrivals are recorded over a period of time:

- The homeroom teacher will discuss late arrivals with parents.
- If late arrivals continue to be chronic, a referral to administration will take place.

Parents who are picking up students early for appointments are required to sign the student out at the office. If the student will be returning during the same school day, the student will need to check in at the office prior to returning to class.

Backpacks

Backpacks or book bags are required to carry schoolbooks between home and school. These need to be 'rain' and 'puddle' proof to prevent damage to books and materials. Students will have space in the classroom/locker to hang their backpacks, coats, and other belongings.

Behavioral Expectations

The goal of the school is to develop a learning community supportive of success for the 21st century learner. We strive to create the optimal learning environment. From time to time, intervention of the School Resource Team may be required when students are experiencing difficulty either behaviorally, academically or socially. Every attempt is made to be solution-oriented working with the students, parents and school staff to improve the situation. A request for intervention is usually initiated by the teaching team. In some cases, school administration, the Child Development Advisor, and/or Rocky View Schools' Learning Support Services may be involved. A nurse and speech pathologist may be accessed through Alberta Health Services if need be. Intervention may require a support plan. Parents will be involved in the development of such a plan and may be asked to support it by seeking appropriate medical assessments and treatment. Ultimately, our goal is to develop self-discipline, responsibility and appropriate relationships in our students. Alberta Education has established expectations that appear in the Alberta School Act:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

The Discipline Cycle

Just as discipline and disciple come from the same root word, we believe that the full meaning of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. Discipline is ordained of God for the building of character and the training of behavior.

The Discipline Cycle is established to manage behaviour that is inconsistent with the expectations of Alberta Education, Rocky View Schools' Policy, and a positive learning environment at Cochrane Christian Academy. It also provides opportunities to teach positive social and problem solving skills. Disciplinary issues are determined to be at one of three levels. Progressing minor to major, these levels are:

Level One: (Typically involves teacher and student)

A level one incident is minor and easily corrected by the staff member and student working together. The student clearly demonstrates remorse and corrects the situation quickly. A consequence may be issued.

Level Two: (Typically involves teacher, student, and parents)

This situation may be as a result of a minor incident that has been responded to poorly by the student, a minor problem that has become chronic, or a more significant incident. The staff member determines if parents should be informed, and the behavior should be accompanied by a consequence. Incident reports are kept on file for one school year and are used to maintain perspective over time of the student's behavior – however, can be kept on personal C.D.A. student files as per Rocky View's Schools mandate or as per the C.D.A.'s professional guidelines. Homeroom teachers may contact a parent if they are concerned that a situation is developing that interferes with the learning of this student or others in the classroom. This review considers the overall behavior of the student both in and out of class. Further disciplinary measures may result if a student is found negligent of responsibilities.

Level Three: (Typically involves administration, teacher, student, and parents)

This is reflective of a major incident that immediately involves the school administration. These offenses are usually under the school's Major Incidents procedures (following). A major offense may be the result of chronic level two offenses where the student has shown little or no remorse or willingness to change. Suspensions may be in-school whereby the student works in a separate setting or out-of-school in which the student is removed from the school.

Major Incidents

In the event of such an incident in this category, we are prepared to undertake strong measures in order to insist on the maintenance of a safe, positive and peaceful school. This means that under no circumstances are these behaviours permitted on school premises or while on any school-sponsored activity on or off the school premises. It is vitally important that all students and staff feel secure. CCA insists on the same expectations required in the Alberta School Act.

Harassment and Bullying

CCA has developed a process for dealing with harassment and bullying. Students who use the Internet for purposes of bullying and harassment will also be held accountable. Although each case is judged on its own circumstances, the consequences of bullying will result in one or more than one of the following:

- Referral to School Discipline Cycle
- A school suspension is imposed.
- A recommendation for expulsion is made.
- Conflict resolution is offered.

A high standard of conduct is maintained at CCA. We are pleased that the large majority of students exhibit a positive attitude, enthusiasm for learning, and respect for others. We expect our students to demonstrate the Fruit of the Spirit. Our expectations of students reflect values held by our Christian learning community and are consistent with Alberta Education's goal of developing students so they become godly citizens of our 21st century community.

Bicycles, Roller Blades, Skateboards, Scooters and any other 'Wheeled' Transportation Students are encouraged to ride their bikes to and from school during fine weather. Students may also choose to ride their skateboards, rollerblades, and other wheeled vehicles. In all cases students should wear helmets and protective gear. For safety reasons, students are asked to dismount their bikes, skateboards and scooters and remove their rollerblades before walking onto school property. Students riding these vehicles on school property risk having their vehicles retained at the office. Students bring vehicles to school **at their own risk**. Bike racks are provided. It is essential that students lock their bicycles. Scooters and rollerblades are to be stored in the classroom (K-4) student lockers (5-8). Helmets are required by law and safe riding practices are strongly encouraged.

Bussing

As part of a safe and caring culture, we want to ensure that the bus ride to and from school keeps students safe and cared for. The following information will bring clarity and routine to students and families and allow us to prevent stress on students riding the bus.

Bus passes must be on the student and swiped by students when getting on and off the bus. Only students with a pass can ride on the bus. It is recommended that the passes be attached to the outside of the backpack to make this easy for students. To ensure students are dismissed into the care of a safe adult, it is important to note that students are not to come-and-go from the bus during the 10-minute loading period. If your plans for pick up change during the day, please communicate this to your child via the school office by 2:00 p.m. If you do not have a bus pass for your child and need one, please contact the RVS Transportation Department.

Child Development Advisor

CCA's Child Development Advisor or CDA works with the teaching staff and students. The CDA assists teachers and administration in student intervention programs. The CDA's duties include:

- consulting with previous schools or other agencies to assist in placing new students
- orientation of new students
- intervention with students as requested by teachers/administration
- developing behavior-related mini-courses or classroom universal programming as needed

- assisting with classroom activities as requested including Student Leadership activities.
- supporting students who need to resolve issues with a friend or other student
- organizing programs including peer mediation, peer support, the Grandparent Program, and friendship/emotional regulation clubs
- support the social, emotional, and spiritual growth of students in collaboration with classroom teachers and administration

Communication

Communication is a two-way affair. It is very important that staff contact parents whenever circumstances warrant. It is also important that when parents have concerns or questions, they contact the teacher. If an address, phone number or other information changes, please inform the school office immediately so that we can maintain an accurate database should an emergency arise.

Student Agenda – Students in K-4 have been issued a student agenda. Students are responsible for using this book to record important information and keep themselves organized. They are expected to use it to record upcoming tests, homework, etc., similar to a “daytimer”. The teacher may use it to write a note to the parent and the parent may use it in the same way to write the teacher.

Teacher Email - Weekly communication from teachers and/or students regarding what is going on in their classroom. Teachers of all grades send out a weekly update on Fridays that highlight classroom activities, curricular learning, special events, homework, and important dates.

School Messenger - Our automated callout system is what we use daily for attendance calls to parents to inform them of unexcused student absences. We also use it to broadcast email messages to all CCA families to inform them of important events or information.

CONNECTIONS Newsletter – School newsletters are produced once a month. The newsletter is posted onto the CCA website as well as emailed to parents. Parents may request to receive a hard copy if not accessible electronically. Newsletters are usually prepared during the last week of the month and sent home the first Friday of each month.

Custody and Guardianship

If parents have any custody agreements that the school should be aware of, they need to provide a copy of the agreement to our school office. Should one not be provided, we will assume that each parent has equal care and control of the student as well as equal access to student records and information. Arrangements can be made with the school office to have a copy of the progress reports sent to each parent.

Dress Regulations

Intention:

The dress code sets a standard for student dress that enhances the learning atmosphere and nurtures student and parent responsibility for maintaining an appearance that emanates from a Biblical worldview. These standards are also designed for students to attire themselves in a manner that is practical, suitable, and safe for school activities.

Dress Code:

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, options, field trips, and other activities where unique hazards or specialized attire is required. Appropriate footwear must be worn at all times.
2. Attire and/or grooming depicting or advocating violence, weapons, criminal activity, use of drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or inappropriate are prohibited.
3. Modesty should be considered in clothing choices. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time.

School administration and staff will work alongside parents to support students in meeting the dress code standards.

Drop-Off

Students who arrive by car should be dropped off in the “kiss and go” location on First Street. In the interest of safety, please **DO NOT DROP STUDENTS OFF IN THE STAFF PARKING LOT OR IN THE SCHOOL BUS LANE**. The congestion of pedestrians, bus, and car traffic presents a hazard. Your cooperation is most appreciated.

Electronic Devices

Please review RVS [administrative procedure AP148](#) for more information. CCA is an ‘Away All-Day’ school meaning that students are not to have access to personal mobile devices at recess or lunch unless explicitly given permission by their teacher or administration for school or medical purposes. This policy is in effect from 7:52 AM to 2:20 PM.

Emergency School Closures

RVS considers several factors when closing schools due to weather. These include current and forecasted temperature and wind chill, road conditions, the amount of snow and ice, school building constructions and school location. This decision is made early in the morning well before school starts or buses are running. Ultimately, the final decision to send a child to the bus stop or to school rests with parents.

We inform parents, staff and media through email. Parents can also keep an eye on Rocky View Transportation's Bus Status App, the Rocky View Schools [website](#) home page, the [RVS App](#) or RVS' Social Media accounts for information about closures. If you have not heard from us and you do not see a school closure announcement, schools are open! If you have not heard from us and you do not see a school closure announcement, schools are open!

Fees

CTF Option Fees can be viewed on the CCA website. Invoices for option fees are sent home with students after each round of Exploratories commences. Please pay through School Cash online.

If a textbook/library book is lost or a school resource damaged, a charge will appear on the student's fee invoice.

School supplies for K-4 students will be purchased and provided by the school. Grades 5– 8 must purchase their school supplies as per the middle school supply list located on the school website (Grade specific). Transportation fees can be found on the RVS website under the transportation button. Additional charges will include school-established fees for field trips, yearbooks, Discovery Days, and 7 & 8 CTF Course Fees, and lost book fines. School fee information can be found on the school website under the “Our School” tab.

Field Trips

A digital authorization form will be available on School Cash when you pay for the specific field trip. Authorization forms must be digitally signed by a parent/guardian, payment made, and the permission given section must say “yes” before your child is allowed to participate. Field trips are carefully planned to promote safety and ensure a sound curriculum fit. Students who are uncooperative and not compliant or pose a possible risk may be given an alternate activity at school. The total cost of the trip is determined, and a proportionate amount charged to the students attending. If a student has paid for a trip and does not attend, a request for a refund should be made in writing and submitted to the teacher in charge of the trip. Please note that due to the nature of venue prepayment and fixed costs of the trip, full refunds may not be possible.

Field Trips: Active Living Walks

Cochrane Christian Academy acknowledges that field trips enhance student learning. Field trips close to our school provide students with the opportunity to explore and learn about our local community. A digital form is accessible through School Engage and is a part of the Annual School Authorizations. Parents must give permission for their CCA student(s) to participate in Active Living Walk field trips on designated routes within Cochrane's Parks and Pathways and Residential Sidewalks. The particulars are as follows:

- Purpose: Part of Daily Physical Activities, Physical Education Program, and other curricular activities
- Arranged Supervision: Teacher, Teaching Assistants (parents are welcome to participate in the walk)
- Date and Time: Walks are scheduled within your child's timetable at the teacher's discretion. Dates for trips will be posted on your child's teacher's website calendar on the CCA website and in your child's agenda
- Transportation Plans: Walking
- Extraordinary Risks or Dangers: Those associated with walking, street crossing, and falls
- Costs: None

Home Support & Volunteering

As indicated in the Christian Education Partnership at the beginning of this handbook, parents are encouraged to be involved in their child's education. Parents can promote learning at school in many ways. Some of these are:

- encouraging proper sleep and nutritional habits
- promoting the importance of school
- making homework a priority
- taking an interest in the school work your child brings home
- assisting where possible if your child needs help
- providing a suitable work environment for homework and reading
- providing the school with key information that may affect your child's performance at school
- supervising use of the internet

Parents are welcome and needed to volunteer at the school. Opportunities will be available for parents to help throughout the year. Volunteer contributions serve to enhance regular programs and provide other programs that would not otherwise exist. Please contact the office for information about obtaining the mandatory Police Record Check form.

Hour Zero

We work hard to ensure students feel safe and cared for every day, meeting their social, emotional and physical needs. In addition, we must also plan for their needs in regards to emergencies that may occur in the school or in our community. Rocky View Schools follows a program called Hour Zero to plan and practice protocols in case an emergency should occur. We will practice 6 Emergency Evacuation drills, 2 Lock Down drills, 1 Shelter in Place and 1 On Alert throughout the year. It is important to note that these drills can create questions or uneasy feelings with students. The first time we practice a drill, classroom teachers will spend time talking to students about the purpose of the protocol, when it would be used and how it keeps them safe. For our grades K-6 students, teachers will communicate with you when a drill has occurred so you are able to support your child at home. In addition, our Learning Support Team will work to support our students with more complex social, emotional and physical needs.

Listed below are the most frequently practiced drills:

- **Evacuation of the School**

This would be called in the event of a fire. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students are expected to exit the building QUIETLY and ORDERLY and remain so throughout the duration of the drill. Specific school evacuation routes are posted throughout the school. Should an actual

evacuation become necessary, St. Andrew's United Church, Cochrane High School, and the Cochrane Learning Centre will serve as temporary backup locations until further arrangements can be made.

- **Intruder Drills (Lockdown)**

This would be called in event there was an uninvited person in the school or the community who could present a threat. It is essential that when the signal is given, everyone obeys orders promptly and finds a secure location to wait quietly until the situation is under control.

- **Shelter in Place**

This would be called in the event of an environmental disaster. It is essential that when the signal is given, everyone obeys orders promptly and moves to the designated area.

- **On Alert**

On alert is an early warning procedure for staff and students. This would be called as a pre-emptive step in dealing with a possible emergency or the need for heightened staff vigilance. On Alert can help reduce chaos and account for students and staff prior to facing anticipated danger. It is essential that once the signal is given all persons return to their regular classrooms but can continue on with instruction.

We are very purposeful in how we plan supervision at CCA. We have an increased presence around our building and on the playground during all breaks. Our goal is to ensure our perimeter is monitored and our students are safe at all times with a high degree of staff presence. Our number one goal is to ensure that our students are safe and cared for while at CCA.

Human Sexuality

Rocky View Schools authorizes the teaching of the Alberta Health Curriculum on Human Sexuality. The content taught is specified in the Elementary Health Curriculum for grades 4-6 and the Junior High School Health and Personal Life Skills Curriculum for grades 7 & 8. Parent information is available prior to instruction of these units and parental permission is required for students to participate in this integrated program. Parents should contact their child's Health teacher directly for more information or this use the website:

<http://education.alberta.ca/teachers/program/health/programs.aspx>.

Illness or Injury at School

Parents will be contacted if their child is not feeling well enough to continue at school and will need to make arrangements to have their child picked up. Parents or designated pick-up person will need to sign out the student in the iPad located on the front desk. In the case of a serious injury or illness, an ambulance may be called. The school will always err on the side of caution when dealing with injured or ill students. Parents must ensure that emergency contact information at the school is kept up to date.

Insurance

Please see Rocky View Schools' Student Accident Insurance information.

School Athletics

Cochrane Christian Academy students in grades 6-8 have the opportunity to participate in sport teams throughout the school year. In grade 6, students can participate in soccer, volleyball, and basketball. Grade 7 and 8 students can try out for the Track and Field Team, the Junior A & B Volleyball and Basketball Teams and the Badminton Team.

Students participating in the school teams are representatives of Cochrane Christian Academy and must remember that playing on a school team is a privilege. As they represent our school, we encourage the students to be godly citizens. We expect that the students display consistent, mature, responsible behaviour in all aspects of school life that contribute to a godly learning climate in the school. Inappropriate behaviour at school may jeopardize the athlete's eligibility for the team or to continue on a team.

With the increased responsibilities of time commitment involved in being on a school team, students are also expected to demonstrate a positive approach to their studies. They are expected to maintain passing grades in

all courses including core and exploratory courses in Grade 7 and 8. Failure to do so may result in ineligibility to continue membership on the team.

Coaches will be in direct contact with all the teachers and administration to update students' progress. If students are not meeting the requirements, coaches will have the right to suspend or dismiss players from the team.

Refer to the outline below for an approximate timeline for each sport:

Volleyball (September - December)

Jr A - September to October

Grade 6 - October

Jr B - October to December

Basketball (December - March)

Jr A - December to January

Grade 6 - February

Jr B - February to March

Badminton (Grades 7 and 8)

April

Track & Field (Grades 7 and 8)

May

Soccer (Grade 6)

September

Please note that there may be fees associated with Athletics. These fees are listed on the CCA website.

Leaving the School Premises

Students may only leave the school premises during the day if a parent or a designated adult has 'signed' the student out at the office during school hours. The student should also be 'signed' in if arrival is during instructional time. Students may not sign themselves out for a medical appointment, leisure off campus activities, etc.

Lockers and School Locks

Each grade 5-8 student is assigned a locker. Each locker is to be secured by a combination lock that can be purchased at a store or from the school at a cost of \$11.00 each. Since personal property that is valued is kept in these lockers, students are strongly encouraged to keep their locker combination private. Large amounts of money or valuable property should not be left in student lockers. Any damage to lockers should be reported immediately. Any student who willfully damages lockers will be responsible for the cost of repairs. Students are responsible for keeping lockers clean and neat. If a student forgets their locker combination, they should see their homeroom teacher or the CDA. The school reserves the right to inspect lockers on a regular basis and to remove locks if necessary. While students are permitted to bring their own lock to school, they understand it could be removed with bolt cutters at the expense of the student.

Lost and Found

The Lost and Found is located in the Elementary hallway of the school. Students are reminded to check the bin for articles which may have been misplaced. Also, smaller articles such as watches, keys, glasses, etc. are kept at the school office. All Lost and Found articles will be displayed during parent student teacher conferences and at the end of June. On the last day of school before a major break (Christmas, Eater, Summer) all items will be donated to a local charity, so please check frequently for your missing items.

Lunch

Students will remain at the school for the lunch break and will eat together as a class in the classroom where they will be supervised. **Students DO NOT have access to microwaves and hot water.**

- **Boomerang Recycle Program**

Cochrane Christian Academy has a Boomerang and Waste Free Lunch Program in order to make a difference in our environment. Both a waste-free and a boomerang lunch enable parents to see what their children are actually eating during the day. Waste audits carried out at schools consistently demonstrate that a significant amount of lunch waste is made up of unopened packaged foods, uneaten fruit, full juice boxes, etc. Uneaten fruit that is added to the school waste can become a wasp hazard, especially in the fall. With the Boomerang Program, organic waste can be returned home and added to the household "green bin" for participation in the Town of Cochrane organics waste program.

- **Nut-Aware School Policy**

We want to remind all parents that CCA is a 'nut aware' facility. Please be advised that a number of our learners and staff are allergic to nuts. As such, **food and treats containing nuts should not intentionally be brought to school.** When a student realizes they have accidentally bought an item containing nuts, they simply need to bring it to the attention of the teacher who can assist. Thank you for your cooperation in keeping the school safe for all members of our learning community.

- **Waste-free lunch/snack** contains no throwaway packaging and produces no food waste. Food and drinks are packed in reusable containers within a reusable lunch bag.

- **Boomerang lunch/snack** means that any uneaten food and any waste material produced is returned home. For sanitary purposes, it is important that food and waste packaging be taken home in a resealable container or bag.

- Get children to help pack their lunches with healthy foods.
- Only pack as much food as your child will eat.
- Use a reusable lunch bag/box for carrying lunch.
- Use a refillable bottle for drinks
- If you choose to use a single-serving container, please make sure it is recyclable.
- Put sandwiches, muffins, etc. in reusable containers, instead of plastic bags. Label them with your child's name so they have a better chance of coming home.
- Put cloth napkins in lunch boxes
- Cut fruit and vegetables into pieces so that some can be eaten at lunch and the rest saved for a later snack.
- Minimize the morning rush (when you'll reach for convenience, over packaged items) and pack lunches the night before and refrigerate overnight.
- Avoid drinks in packaging that cannot be resealed. After a few sips, drinks are often discarded.

Lunch Policy and Procedures

All students have outdoor recess at 11:40 am each day. They will eat their lunches during the second half of the break at 12:10 pm. If the weather is inclement, students will be directed to designated areas of the school for indoor recess. Students are expected to utilize the washroom before eating, before going outside or after

the warning bell rings to return for afternoon classes.

Learning Commons

The aim of the Learning Commons is to have resources accessible for all students so they may enhance and enjoy their learning and research while equipping themselves with the tools and skills necessary for life-long learning. We also hope to impart the joy of reading for meaning and for leisure, in order to expand their literary horizons. Students enjoy regular trips to the school Learning Commons each week (schedule dependent) and are permitted to borrow between two to four books each week for a three-week duration depending on their grade.

Regarding book selection, it is our intention to develop the Learning Commons collection in a reasonable manner, taking into consideration the curriculum and its extended resources and support materials, as well as the needs and interests of the students. We shall endeavor to be thoughtful about our choice of materials realizing that we are appealing to a wide range of reading levels and experiences, maturity, lifestyles, and particular reading interests.

CCA Reads

All students are encouraged to participate in our school wide home reading program, CCA Reads. Students track each night of home reading and earn a prize for every 25 nights completed. Students will receive the CCA Reads parent information package in October of each school year.

Medication – Students and Administration of Medical Treatment

Under normal circumstances, staff members WILL NOT administer medication to students. Parents must advise the office of serious medical needs providing a complete description of the condition, medical treatment, symptoms, emergency contact numbers and emergency procedures. A form is available at the office. Parents who prefer to keep this information confidential are asked to discuss it with the school administrators. A medical alert bulletin board is set up in the school office to provide access to this information in the event of an emergency. Staff are not permitted to administer non-prescription drugs to students. It is the parent's responsibility to keep medical information current. Emergency contact numbers are very important. Your cooperation in keeping them up-to-date in our records is essential for the safety of your child. Students who carry medication for self-administration such as an inhaler must use the medication as directed by the prescribing physician. Students must ensure that no other students take their medicine. It is extremely dangerous to share medication. Medication should be kept in a secure manner (locker/backpack).

Physical Education

All students participate in the Physical Education program as mandated by the Alberta Education Curriculum for grades Kindergarten through Eight. Requests for exemption from Physical Education must be accompanied by a medical doctor's note stating the reason and length of time the student is unable to participate. For safety, hygiene, and appearance reasons, proper physical education attire is compulsory for all athletic activities in grade 5 through 8. The physical education instructors will outline gym attire for students during the first few days of classes. Students are expected to engage in daily physical activity. Valuable items such as wallets, glasses or jewelry are the student's responsibility. **Students are not to leave valuables in the change room at any time.** The school does not accept responsibility for lost or stolen articles.

Pit Stop Program

The goal of the Pit Stop is to be:

An alternative learning space for students:

- a quieter place to work
- a place to help focus/refocus learning
- receive support and direction from staff
- specific help when needed
- a positive learning space

A place to take a break/self-regulate:

- body break
- guidance and help to use tools to self-regulate
- quiet space
- someone to listen and guide
- create a meaningful space to 'be'

How it works:

1. Teachers will always try to accommodate each student's needs in class first.
2. The student may ask to use the Pit Stop or a teacher may direct them to go there.
3. Students will be given a popsicle stick with a specific time on it (ranging from 5-20 minutes). The teacher will give them work to take to the Pit Stop and explain what they are expected to work on while there. Once in the Pit Stop, they will be supported by a member of staff as necessary.
4. If the student is coming to the Pit Stop for a 'break' or 'self-regulation,' the staff member will guide the student to choose the best tools to help them with this. There is a specific space in the room with resources to help with self-regulation.
5. The student will work in the Pit Stop for the allocated time and then be sent back to class. It is then up to the teacher to reintegrate the student back into the class.
6. If further support is needed, a 'tag team' system will be used to contact the appropriate person to continue supporting the student (e.g. teacher, more time in Pit Stop, CDA, Admin).

The Pit Stop will be supported by using the Zones of Regulation program throughout the school to develop a consistent language and model as a whole school initiative.

School Council

The School Council at Cochrane Christian Academy is composed of parents, staff, and administration. Meetings are usually held once a month. All parents and interested stakeholders are welcome and encouraged to attend these meetings. Parent participation is extremely valuable. For meeting dates and meeting minutes, please visit the School Council button on the CCA website.

Student Messages

Contacting your child during the school day can be difficult. It is respectfully requested that all arrangements be made for appointments or rides before your child comes to school. If contact with a student is necessary, you may call the school and leave a message with our Administrative Assistants. Please note that students are contacted at the dismissal bells to come to the office for messages. This practice reduces the number of disruptions during instructional time. Your patience and cooperation is greatly appreciated.

3 Way - Student/Parent/Teacher Conferences

Conferences, which involve student, parent(s) and the homeroom teacher, are held throughout the year. Evening conferences are held in October (Interim Reporting) and March. If parents have concerns regarding their child's progress, they can contact the teacher to arrange for a meeting at any time during the year.

Student Use of Office Telephone

A telephone has been provided in the front foyer for student use. Students require permission during class time to use the telephone. Students may use the phone before or after school or during morning break and lunchtime. Calls need to be kept short as there are often a number of students wishing to use the phone.

Technology

Computers can be a very powerful educational tool but can also be misused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer networks are responsible for their behaviour and for communications over those networks. Communications on the network are often public in nature. General school rules for behaviour and communication apply. It is presumed

that users will comply with district standards and honour the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network:

- ▶ Parental permission is required
- ▶ Access is a privilege – not a right
- ▶ Access to technology entails responsibility

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district accounts will always be private. Within reason, freedom of speech and access to information will be honoured.

It is acceptable for students to bring and use their own personal laptop computers with the permission of the teacher. It is understood, however, that the Acceptable Use Policy for Technology applies to the use of these computers as well. CCA does not accept any responsibility for loss, damage or repair of personal laptop computers. The use and care of them are the full responsibility of the student.

Parents and students are also required to complete the Acceptable Use Policy for Technology.

Two-Shoe Policy

For health and safety reasons, students are expected to wear shoes at all times. To maintain the cleanliness of the school and support the efforts of the caretaking staff, students are expected to remove wet or dirty shoes and put on a pair of indoor shoes. CCA students require outdoor and indoor shoes. We will follow a two-shoe policy. Students will leave their outdoor shoes on the boot racks as they enter the school. This policy will be followed on both days with good weather and days with inclement weather. The indoor pair should be a quality running shoe that is designed for daily physical activity in the gym. The shoes should not be the slip-on style. Please ensure that the indoor shoes have non-marking soles. The school does not assume responsibility for loss of footwear. If expensive footwear is brought to school, it is recommended it be placed in the student's backpack or locker.

Visitors to the School

In order to maintain a safe school environment, all visitors and parent volunteers are required to sign in at the office to obtain a volunteer name tag. Parents are required to enter by the front school doors during regular school hours (8:02am- 2:20pm). There is a door bell that you will need to ring in order to gain access to the school. Our staff will confirm your identity via a camera and will remotely unlock the door. If you are picking up/dropping off a student, please sign them in/out at the CCA office. Please **do not** go directly to the classrooms. Office staff will call a student out of the classroom for you when necessary. Thank you for your cooperation.

Vandalism, Destruction or Loss of School Property

Students found responsible for the damage or loss of school property, under Rocky View Schools' Policy, will be required to provide restitution.

Please consult school staff if you have any questions about the contents of the Parent/Student Handbook. Thank you for your contributions to our learning environment.

Have a great school year!

