

**Christian Heritage School
Society of Brandon, Inc.**



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

**2013-2014
Handbook,
Constitution & Bylaws**

www.chsbrandon.ca

2013/2014 CHS SCHOOL HANDBOOK, CONSTITUTION & BYLAWS

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MISSION STATEMENT

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

There it is: our purpose in a nutshell. What does this mission statement mean? How does it get worked out in day-to-day activities? Let’s look at it a piece at a time.

A QUALITY EDUCATION

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

THE LORDSHIP OF JESUS CHRIST

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

BIBLICAL PRINCIPLES

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

TO SERVE GOD

Isn’t this our real purpose in life? In Ephesians 6:4, the apostle Paul challenges parents to bring their children up in the training and instruction of the Lord. Christian Heritage School is teachers

helping parents (and parents helping teachers) to do just that. Together we teach children to know Jesus as Lord and equip them to serve Him.

HISTORY OF OUR SCHOOL

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

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

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

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

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

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

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

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

As we look ahead, we thank God for His goodness and look forward to the many new blessings He has for us.

GENERAL INFORMATION

ACADEMIC POLICY

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

1. Homework will be checked and must be made up if incomplete. Marks may be deducted and/or students stay in at lunch hour to complete incomplete work.
2. Assignments must be neatly done or will be returned to be redone.
3. Missed tests or quizzes will be written on the first day the student returns, if required. In certain situations of planned absences students may be asked to write the test before they leave.
4. Students are responsible for catching up on their own if they are absent or are out of the class.
5. Marks may be deducted for late assignments. Deadline dates will be announced well in advance and students are responsible to plan ahead. Special consideration will be given by the teacher in extenuating circumstances.
6. Families who plan to be away for one week or more must give a minimum of 14 days notice for teachers to plan homework for the extended absence.
7. Grade seven and eight students will write exams in January and at the end of the school year. The pass mark for all subjects is 50%. All grade 7/8 students will write final exams for ELA and Math, but may be exempt from other final exams if their course grade is 80% or higher.
8. Students writing exams are expected to write exams at the scheduled times. If the teacher is asked to make up a separate exam, a fee of \$50 per exam is paid by the parents directly to the school, which is in turn paid to the teacher. The teacher must be notified in writing at least 21 days prior to the students' departure. Exceptions may be made in case of illness or bereavement.
9. Students in grade 7/8 will be placed on the Principal's Honour Roll when they have achieved an average of 85% or more across all academic subject areas.
10. Participation in extra-curricular activities such as sports teams, intramurals, and clubs is subject to satisfactory academic progress.
11. Grade 7/8 students all participate in Brandon School Division Home Economics and Industrial Arts classes. Parents are responsible for transporting the students to and from the classes.

ACCIDENTS

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

ATTENDANCE

Regular attendance at school is required under provincial legislation. When students are away for a planned absence, such as a medical appointment or family trip, the school must be notified ahead of time. For unplanned absences, such as illness, the school must be notified by 8:45 a.m.

If students plan to be away for an extended period of time, a minimum of one week's notice should be given to the teacher so appropriate work can be assigned.

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

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

ALLERGY ALERT

We are a NUT-FREE and EGG-ALERT school. Students are not permitted to bring items that contain or may contain nuts and should be aware to not bring cooked eggs (egg salad, hard boiled); eggs in baking are ok. Cleanliness and hand-washing will prevent cross-contamination.

BUILDING OCCUPANCY

In order to facilitate teacher preparation, staff meetings and prayer time in the mornings, doors will be opened to students at 8:40 a.m. Students will be required to wait outside until such time. During inclement weather, early arrivals will be allowed to wait in the porch area. Students are expected to leave the school premises as promptly as possible after dismissal at 3:35. Parents are responsible for their children prior to the first bell in the morning and immediately following the final bell of the day.

BULLETIN BOARDS

The use of bulletin boards in the school is controlled by classroom teachers and the office. Anyone wanting to post notices is asked to give them to a staff member.

CANCELLATION PROCEDURE

If school must be cancelled because of storms or an emergency, the local radio stations (am 880, fm 101, fm 96) will be notified before 7:30 a.m. and the school's Emergency Phone Plan will be activated. The Plan is found on the front page of the Handbook & Family Directory. Every family is responsible to inform the designated family(ies) as outlined. If somebody is not able to reach or personally speak to the family to be informed, he/she must begin calling the families below that name.

Changes to the Directory and Emergency Phone Plan will be printed in the Mid Week Memo. Please keep copies up to date and near the phone. Please don't tie up the phone lines by phoning the staff to check if school is cancelled. For families who drive their children to school, attendance during severe weather is at the parents' discretion.

CANTEEN

A canteen is run by the student council. Students may purchase a variety of lunch and snack items.

COMMUNICATION: QUESTIONS/CONCERNS

There are many committees and sub-committees involved in various operations of the school. The Board is the official governing body of Christian Heritage School. The Educational Advisory Council makes recommendation to the Board regarding staffing and the educational program. If you have suggestions, concerns or problems, please follow these procedures:

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

COMMUNITY SERVICE

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

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

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

COMPUTERS

The school has a number of computers in the classrooms. Permission must be obtained before using them. The following rules apply.

1. Computer use will be controlled by the classroom teacher.
2. No pirated copies of programs will be allowed in the school.
3. No food or drinks will be allowed near classroom computers.
4. Misuse of computers will result in loss of all computer privileges.

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

DRESS GUIDELINES

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

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

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

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

ELECTRONIC DEVICES

Use of video games and MP3 players by students is not allowed at school at any time. Digital cameras and cell phones should not be used during school hours unless by special permission.

EQUIPMENT AND BUILDING USE

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

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

EVALUATION AND REPORTING

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

FIELD TRIPS

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

For safety reasons, water activities other than swimming lessons will not be offered. Ratio of adults to students (in addition to the teacher) will be as follows:

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

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

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

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

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

Occasionally additional modest fees will be required for field trip activities.

FIRE DRILLS

The fire commissioner requires that schools conduct regular fire drills. Teachers will ensure that all students are accounted for.

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

FOOD/MICROWAVE OVENS

For safety reasons, students are expected to eat lunch in their classroom. Snacks taken outside during breaks need to be eaten on the deck or designated area.

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

There are a number of microwave ovens for student use. Lunches may be heated. Use is controlled by the home room teacher. Please do not send anything that will take more than about one minute to re-heat since line-ups are sometimes long.

ILLNESS

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

KITCHEN

The kitchen is for staff use only.

LEAVING SCHOOL DURING THE DAY

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

LIBRARY

Students will be able to take books out of the school library for a two week period. The borrower is responsible for replacing or paying for lost or damaged books.

LOCKERS

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

LOST AND FOUND

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

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

LUNCH SUPERVISION

Lunch supervision is a volunteer requirement of your family's enrolment in the school. It allows teachers time for meetings and preparation for afternoon classes. The coordinators of the program draw up a rotation schedule on which all families will be represented as equally as possible. The required days per year may change as the number of families changes each year, but every effort is made to create a fair and equitable schedule. One parent from each of the assigned families must be at the school on their designated day.

Parents are responsible for finding their own replacement if they are unable to undertake this duty. A list of people who are willing to substitute for a cost of \$10 per shift is available at the school office. **If you miss your supervision shift without finding a replacement, you will be charged a fee of \$20.**

Supervisor's Responsibilities

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

2. Inside Parent – One parent will supervise the outside area and one will stay inside until 12:20 p.m. at which time all students should be sent outside. The inside parent will assist any students who need help but there are also student helpers in the classrooms. Please walk back and forth to all the classrooms until they are empty or until 12:20 p.m. when all students must exit the school.
3. Exiting School – All students and supervisors should be outside by 12:20 p.m. Only those students who have permission from their teacher may stay inside. Their names should be recorded on the classroom board.
4. Water/Bathroom – With your permission, students may re-enter the school to have a drink or go to the bathroom. They should return quickly and not wander inside the school.
5. Indoor Recess – Occasionally, students will have indoor recess due to poor weather. In this case, students should be mostly in and around their classrooms.
6. Multi-purpose Room – During indoor recesses, older students may have permission from a teacher to be in the multi-purpose room. This is a privilege and may be withdrawn if behavior warrants. This room must be monitored by the supervisor of the K-2 classrooms.
7. Keep Moving – Supervisors need to be constantly moving around the playground in order to see and hear what is happening. You must monitor the area behind the school as well as older students have permission to play there.
8. After Lunch – When the first bell rings after lunch, please ensure that all students make their way into the school promptly. Remind them to bring any sports equipment into the school and dispose of their garbage properly.

SAFETY POLICIES

1. Leaving School Grounds – Students must notify a teacher if they have their parent's permission to leave the school grounds at lunch time.
2. Hands-off Rule – The “hands off” rule applies to all students. If you see students playing rough or play-fighting, approach them and remind them of the “hands off” rule.
3. Stay Out of the Tree Line – Children must stay within the tree line of the school. For the safety of the children and out of respect for our neighbours, children must stay out of the trees on all sides. The large trees on the south side of the grounds are out of bounds and children must not climb them.
4. Storage Shed – Children may go into the storage shed to get equipment but not to play. Children should not play behind the shed as the area is often dangerous and is difficult to monitor.
5. Eating Outside – K-grade 4 may eat snacks on the deck and grades 5-8 students may eat on the deck or near their door.
6. No Littering – Please remind children to put their garbage and recycling in the bins.
7. Behind the School – The area behind the school is reserved for grade 7-8 students and must be monitored by the supervisors.
8. Flying Objects – Throwing snow, stones, sticks, etc. is not permitted, even if it is not aimed at another person.

9. Helmets – All students playing on the ice must wear a helmet and a face mask must be worn when playing hockey. Students using skateboards or rollerblades on the school grounds must wear a helmet.
10. Report Abuse – Any verbal or physical abuse or bullying of any kind must be reported to the office.

MEDICATION

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

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

MID-WEEK MEMO

A Mid Week Memo is published each Wednesday and is an important vehicle of information for parents and students. It is sent on a one-per-family basis. The memo will contain reference to inserts, important information, class assignments and activities, as well as news items of interest to the whole school community. Parents can expect information from the school to come home on Wednesdays unless there is no school that day. On those occasions the memo will be sent out on Tuesday.

The Mid Week Memo is also available on the school website at www.chsbrandon.ca or it can be emailed to parents if they choose. Please contact the school if you wish to be on the email list.

MILK PROGRAM

The grade 7/8 students run a daily milk program. Students can purchase milk at lunch time. The Manitoba Milk Marketing Board supplies prizes for our monthly milk draw to encourage students to drink milk. The students have the option of paying with cash or purchasing a card that is punched as milk is bought.

MUSIC PROGRAM

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

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

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

OPENING EXERCISES/DEVOTIONS/PRAYER

Each day begins with opening exercises and devotional time. We start with the singing of *O Canada* and the saying of *The Lord's Prayer*. After any announcements we usually have a short time of praise and/or a devotional. Some of the chapel times are led by the student council or older students. At other times we may have a guest speaker. The morning session may end with the students going into prayer groups to pray for each other and any needs that are brought up by the group. The groups are led by a grade 7/8 student. This has been a precious time for us in the past and we hope that it will continue to be a blessing to all involved.

"OUT OF BOUNDS"

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

- the neighbors' property outside the tree line
- the office
- the basement
- the kitchen
- upstairs
- parking lot

PARKING LOT

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

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

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

DRIVE THRU LANE: This lane is for vehicles moving in and out of the parking lot. **NO STOPPING in this lane.**

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

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

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

Do not stop in the middle of the parking to drop off or pick up students. Parking under the trees or on the north side of the parking lot is encouraged. This is for the safety of all our students.

Always watch for children crossing the parking lot.

PHOTOCOPIER

Students are not allowed to use the photocopier. Personal copies will be made for individual use at a cost of 15 cents per sheet under staff supervision.

PHYSICAL EDUCATION

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

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

PLAYGROUND/SPORTS EQUIPMENT

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

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

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

PUBLIC HEALTH NURSE

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

RECESS

All students are expected to go outside at recess, lunch time and for Phys.Ed. classes. Students must have appropriate outside clothing available every day. In the event of heavy rain or high wind chill factors, recess will be inside.

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

SCIENCE FAIR / HISTORICA FAIR

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

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

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

SCHOOL SUPPLIES

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

SPORTS

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

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

STAFF SUPERVISION

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

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

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

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

STUDENT COUNCIL

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

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

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

TELEPHONE USE

The school telephone is for school business. Telephone use in school will normally be restricted to staff members. Student use of a telephone may be authorized by a staff member if the staff member agrees that such use is of a "school related" nature.

VISITORS TO THE SCHOOL

Visitors are welcome at our school. We request that all visitors report to the office prior to their visit.



BEHAVIOUR MATRIX

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

CODE OF CONDUCT

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself." All the Law and the Prophets hang on these two commandments." Matthew 22:37-40

Our goal as a school is to prepare our students for acts of service. Part of this preparation is to train our students on how to conduct themselves in a Christ-like manner. We want to provide a wholesome and nurturing school environment, and encourage the development of Christian character.

We believe that everyone (students, staff, parents/guardians, and volunteers) has the right to be safe and feel safe in our school.

The guidelines apply during school hours (from drop-off to pick-up) and when representing the school in an activity outside of school hours. They are in effect even if students are not on school property. The following is a summary of conduct expected by students and staff.

Students and staff must behave in a respectful manner and comply with the Code of Conduct.

Conduct Area 1 - Respect for others

We believe that every person, as an image bearer of God, has dignity and is worthy of respect, care and attention. School is a place where everyone needs to feel safe and be treated with respect. Students must be sensitive of each other, including areas of gender, age, race, heritage and learning ability. As such, behaviour such as physical, written or verbal attacks as well as deliberate rejection, exclusion or humiliation shall constitute bullying and will not be tolerated. We affirm positive interactions between students that help build God's kingdom. However, deliberate hostile behaviour toward an individual or group by use of information and communication technologies such as websites, e-mail, instant messaging, cell phones, etc. is also bullying. Bullying which occurs outside of school hours can be expected to negatively impact school relations and will be subject to disciplinary action.

The following activities will not be tolerated:

- a) Bullying – both physical, verbal and non-verbal
- b) Throwing of snowballs and other dangerous objects
- c) Pushing, shoving, play fighting
- d) Put-downs, insults
- e) Threats, abusive language
- f) Fighting
- g) Sexual Harassment
- h) Discrimination: racial, gender, religious
- i) Any gang affiliation or association with an illegal organization
- j) Blatant disrespect of others.

Bullying expert Dan Olweus defines bullying as follows: Bullying is any physical act, verbal comment, gesture, facial expression or action that would intentionally hurt someone on the inside or outside. It also means leaving people out.”

Conduct Area 2 - Respect for Property

All material things come from God and are entrusted to us to use wisely as stewards.

- a. Students will be held responsible for damage of property (whether deliberate or accidental).
- b. Deliberate damage or defacing of property is vandalism and will not be tolerated.
- c. Permission must be obtained when using items that belong to others.

Conduct Area 3 - Substance Abuse

Our bodies are to be treated with respect as temples of the Holy Spirit. The possession and/or use of alcohol, tobacco, or illegal drugs are unacceptable. Persons under the influence of alcohol or illicit drugs will not be allowed on the premises.

Conduct Area 4 – Internet use / Computers

Students and staff must adhere to school policies, respecting appropriate use of electronic mail and the internet, including the prohibition of accessing, uploading, downloading or distributing material the school has determined to be objectionable.

Conduct Area 5 - Respect for Authority

All authority has been instituted by God. All persons whether staff, parents or visitors, should be respected in the school. Students are expected to follow the reasonable instruction of a supervising adult. In addition, teachers and administrators have a duty to maintain order and a safe environment that facilitates learning for all students.

DISCIPLINE REPORTS AND REFERRAL PROCESS

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

Each discipline report may be accompanied by a redemption bookmark. If the student does not receive any more reports before the date specified, the discipline report will be redeemed and the student moved one step back on the plan. For redemption grade one to five students require 15 free school days, and grades six to eight require 20 days.

After 3 discipline reports parents will be contacted by letter and/or phone to remind them of the discipline action that will be administered if the behavior continues.

When 5 discipline reports are accumulated the student will automatically be suspended for 1 day. The parents, teacher and/or principal and student will meet to thoroughly discuss and try to find solutions for the problem/s.

When 8 discipline reports are accumulated the parents will receive a letter and/or phone call informing them of their child's suspension of 2 days. Depending on the severity of the situation parents may be requested to come pick their child up from school immediately. A meeting with the Discipline Action Committee will be set up to discuss the problem/s with the parents / student / teacher / principal.

If 10 discipline reports are accumulated the student will be suspended for up to and including ten school days and parents will be informed by letter and/or phone call. Depending on the severity of the situation parents may be requested to come pick their child up immediately.

When a student reaches 10 discipline reports, or in extreme circumstances the Discipline Action Committee will meet within 5 school days to make recommendations for further discipline action and possible expulsion.

Note 1: A serious incident may warrant a suspension at any point in the process.

Note 2: Any severe incident will result in a referral to the Discipline Action Committee and may be cause for expulsion at any step.

Note 3: If a student moves a step back on the plan because of the redemption policy and as a result hits number five or eight, a suspension may be waived, at the discretion of administration, according to the severity of the situation.

GRIEVANCE PROCEDURE

1. When anyone feels that they have been wronged by any action taken regarding this discipline plan, the following is the proper biblical procedure that should be taken. It is based on the principles of Matthew 18:15 to 17. The pattern has been modified slightly to fit the circumstances.
2. The first step must always be to go directly to the person who initiated the action. This will usually be a staff member. By respectfully asking for a review of the action taken, and rational discussion, most disagreements can be resolved. Older students or parents will probably act for themselves, and younger students may have a parent act on their behalf. In the case of a discipline report, there are sections to be completed in order to initiate proper communication.
3. If there is not satisfactory resolution after the initial step, the student or adult who is dissatisfied may make direct referral to the principal. If the disagreement is with actions taken by the principal, then reference is made to the chairperson of the Discipline Action Committee, who will then undertake mediation. This step is equivalent to involving other Christians in personal grievances.
4. If there is still disagreement, the unsatisfied person may ask for a special meeting of the Discipline Action Committee. They will hear the evidence and present a recommendation to the board. The board will consider the recommendation and make a ruling.
5. At no time should individuals gossip, publicly complain, start petitions or involve others in an attempt to direct public opinion to their cause. There are biblical injunctions against such actions.

SCHOOL WIDE DISCIPLINE PLAN

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

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

The discipline plan is in effect from the time students are dropped off in the morning until they are picked up after school.

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

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

Follow the directions of school staff and volunteers.

THE CLASSROOM DISCIPLINE PLAN

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

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

Copies of each plan are included with this handbook.

SCHOOL RULES

1. Follow the directions of school staff and volunteers.
2. Students must remain on school property during the school day. The following areas are "Out of Bounds" without specific permission:
 - the neighbors' property outside the tree line.
 - the office
 - the basement
 - the kitchen
 - upstairs
3. Move in an orderly way around the foyer and hallways. Keep coats and boots in the proper place.
4. Treat all visitors with respect.
5. Playing with balls or hockey sticks is not allowed on the deck.
6. Skate guards must be used when skates are worn in the school.
7. Bicycles must be parked in the bike racks during the school day. Do not sit on bikes while they are in the racks.
8. Throwing snowballs, climbing trees, building forts, play-fighting and pushing people off snow piles are not allowed.
9. Hats are not worn in school buildings.
10. Students must not carry weapons or knives.
11. Electronic devices such as video games, iPods, cell phones, etc. may not be used at school.
12. Leaving the school during school hours:

Students may leave only under the following circumstances:
-anyone with a specific note of permission at lunch time
-students going home for lunch with parent permission

13. Breaks and Lunch Hours
Keep hallways clear. No Loitering!
Lunch hour: all students eat lunch in their homeroom and go outside with the 12:20 bell

KINDERGARTEN - GRADE 2 DISCIPLINE PLAN

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

CLASSROOM RULES

1. Quiet attention to the teacher during instruction time.
raise your hand when you have a question or something to contribute
remain in your seat unless permission is given
2. Listen to other students when they are speaking
do not interrupt, take turns
3. Be kind to others
respect other's property
encourage, praise, respect others
4. Participate in maintaining classroom cleanliness
clean-up work/play area before going to the next activity
daily clean-up duties
5. Follow "Golden" rule
maintain cooperative behavior in class and on the playground
find a quiet activity to do when finished assigned work
respect other's work time by not interrupting or interfering
do not throw objects around the class
do not run in hallways
No shouting
6. Take care of personal belongings
coats hung/lunches in cubby hole/lockers
put garbage in the garbage container
keep classroom neat

POSITIVE CONSEQUENCES

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

NEGATIVE CONSEQUENCES

1. Verbal warning / resolution of the problem

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

SEVERE CASES

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

GRADE 3 DISCIPLINE PLAN

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

Classroom Rules

1. Listen attentively to the teacher during instruction time.
 - Raise your hand when you have a question or something to contribute.
 - Remain in your seat unless permission is given.
 - *Give 5* to the teacher: Eyes on teacher, mouth closed, ears listening, hands and feet quiet, body still.
 - Follow rules and instructions.
 - Do your work to the best of your ability.
2. Listen attentively to fellow classmates when they are speaking.
 - Take turns
 - Don't interrupt
3. Be kind to others.
 - Respect other's property
 - Encourage, praise, and respect others.
 - Work and play cooperatively with other students.
 - Keep your hands to yourself.
4. Participate in maintaining classroom cleanliness.
 - Do your classroom job daily.
 - Keep your desk neat and organized.
 - Put outdoor clothing and lunch bags in your locker
 - Keep your locker organized.
5. Put your best effort into your work.
 - Read and follow instructions carefully
 - Find a quiet activity to do when assigned work is finished.
 - Return agenda each day.
 - Return homework on time.
6. Participate in maintaining order in the building.
 - Walk in the hallways

- Put garbage in the garbage and recycling containers.
- Use an indoor voice in the school.

Positive Rewards

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

Consequences for Negative Behavior

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

GRADE 4/5 DISCIPLINE PLAN

Follow our class covenant:

- Raise our hand before we speak.
- Talk politely to and about others.
- Try our best. Always.
- Listen to whoever is speaking without interrupting.
- Respect teachers and others.
- Always do our homework.
- Be kind and gentle.
- Control ourselves.
- Use our indoor voices.
- Keep our hands and other body parts to ourselves.
- Put stuff away when we are done.
- Be fair.
- Sit, stand, and don't cause a problem.
- Pay attention always.
- Include everyone.
- Respect and care for our belongings.

If these expectations are not met:

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

GRADE 5/6 DISCIPLINE PLAN

OUR GOAL:

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

EXPECTATIONS

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

Policies

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

GRADE 7/8 DISCIPLINE PLAN

GOAL

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

EXPECTATIONS

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

POSITIVE CONSEQUENCES

1. A positive learning environment is created where students are able to move forward with their learning & growth.
2. Special recognition (For example: notes home, awards, etc.)
3. Special privileges or responsibilities.
4. Praise for good behaviour or exceptional work on an assignment / project.
- 5.

NEGATIVE CONSEQUENCES

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

SEVERE CASES

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

ADMINISTRATION DISCIPLINE PLAN

Students are referred to the principal/head teacher when a more individualized approach is needed or when the normal classroom plan proves to be inadequate. The administration plan will involve more investigation of background factors and contact with parents and outside agencies if required. At times individualized behavior plans will be designed.

POSITIVE BEHAVIOR

Teachers and supervisors are encouraged to send students to the office when they are "caught" doing something exceptional. Our aim is not to focus only on the negative, but to acknowledge and encourage positive behaviour as well.

When students are referred to the office for recognition of something exceptional they will be given special treatment. The whole school may also be rewarded when things are going well.

NEGATIVE BEHAVIOR

A discipline file on each student will be kept in the office to track ongoing problems. Whenever a student is referred to the office a record will be kept in the student's file. This is not necessarily a discipline report. Discipline reports may be written after the situation has been carefully considered. The immediate consequences may include one or more of the following:

1. Verbal reprimand
2. Apology and restitution
3. Detentions
4. Written assignments.
5. Contact with parents
6. In-school suspension
7. Referral to outside medical or social agencies.
8. Suspension for up to 3 days. The situation may be referred to the Discipline Action Committee.

In cases of a totally unacceptable behavior a discipline report will be given. The student may be suspended up to and including 10 school days. Reasons for suspension include but are not limited to the following:

1. Blatant disrespect for teachers, supervisors, visitors, or students.
2. Vandalism
3. Theft
4. Vulgar, abusive or profane language
5. Abuse of other students in the school; physical, emotional, or sexual
6. Illegal acts (incl. use of alcohol, tobacco or illegal drugs)
7. Immoral or promiscuous behavior
8. Misuse of computers
9. See Conduct Area 1 of CODE OF CONDUCT

EXPULSION/APPEAL POLICY

Expulsion - student

1. Under ordinary circumstances the Step Process for Discipline Reports (page 2 - Discipline Handbook) is followed.
2. In extreme cases or in the event of a severe incident, the student will be suspended (up to ten [10] school days) and the situation is immediately referred to the Discipline Action Committee (DAC). The DAC, within five (5) school days, will respond and may recommend to the Board that the student be expelled.
3. At any point, the Board has the power to expel a student - with or without a DAC recommendation.

Appeal - student

1. The student has the right to appeal the recommendation of the DAC to the Board.
 - 1.1 The DAC must act within five (5) school days of the incident.
 - 1.2 The student appeal to the Board must be made within the remaining five (5) days of the maximum ten (10) day suspension.
 - 1.3 Following the appeal the Board will make its decision. This decision is final.

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

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

Handbook Amended September 16, 2010

CONSTITUTION OF CHS SOCIETY OF BRANDON INC.

PREAMBLE:

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

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

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

- (d) The Society may, for cause, terminate the membership of any member in the manner prescribed in the by-laws.
7. **ACCEPTANCE OF EDUCATIONAL PRINCIPLES:** The principals and teachers will be required to declare their unconditional acceptance of the Educational Principles.
8. **BY-LAWS:**The Society shall adopt and may from time to time amend such by-laws as it deems necessary for the proper conduct of its affairs. By-laws shall be adopted or amended by a two-thirds vote of the members present and voting at any duly constituted meeting.
9. **MEETINGS:**
- (a) The Annual General Meeting shall be held in March or April each year.
- (b) Regular meetings shall be held as set out in the by-laws.
- (c) All other meetings shall be known as special meetings and shall be held at the call of the President, or upon demand of the number of members set out in the by-laws.
10. **SUSPENSION:** The activities of the Society may be suspended at any duly constituted meeting, notice having been given as set out in the by-laws. A motion to suspend shall require a vote of at least two-thirds of the members present and voting at any duly constituted meeting. A motion to suspend shall not be in order unless it includes specific instructions to the Board as to the care and safekeeping of any real property and other assets held by such Board.
11. **DISSOLUTION:** The Society may be dissolved at any duly constituted meeting, notice having first been given as set out in the by-laws. A motion to dissolve shall not be in order unless it includes specific instructions to the Board as to the disposition of any real property and any other assets held by such Board, all in accordance with the Religious Societies Lands Act of Manitoba, and any other statutes which apply.
12. **AMENDMENT OF THE CONSTITUTION:**
- (a) Notice of amendment of the Constitution must be given as set out in the Bylaws. Except as required in section (b) hereof, the Constitution may be amended by a two-thirds vote of the members of the Society present and voting at any duly constituted meeting.
- (b) The following articles of the Constitution may be amended only by a vote of 90% of the members present and voting at any duly constituted meeting:

Article 2 - Educational Principles

Article 6 - (a) Membership

Article 7 - Acceptance of Educational Principles

Article 11 - Dissolution January 11, 1976

Article 12 - Amendment of the Constitution April 11, 1994

BYLAWS

of Christian Heritage School Society of Brandon Inc.

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

1. **All Meetings:** The President shall chair the meeting. In the absence of the President, the Vice-President shall take the chair and conduct the meeting. In the absence of the Vice-President, the Secretary shall take the chair, and, in his absence, the Treasurer. If a meeting is duly called with proper notice, and none of the above-mentioned officers are present, the meeting may elect its own chairman, and, a quorum being present, may conduct the business of the Society.

2. **Annual Meeting:** The Annual General Meeting shall be called in accordance with the Constitution at the time and place selected by the Board .

3. **Regular Meetings:** There shall be one regular meeting each year in October or November at a time and place selected by the Board .

4. **Special Meetings:**

(a) A special meeting may be called at any time by the Board at a time and place selected by the Board.

(b) A special meeting must be called by the Board upon receipt by the Board Secretary of a written demand for the same signed by at least one-quarter of the members of the Society. Such meeting shall not be later than twenty-one days following receipt of such demand.

5. **Notice:**

(a) Except as provided in paragraph (b) hereof, notice and agenda of every meeting shall be given to all members at least fourteen days prior to such meeting. Such notice may be given by letter, telephone or announcement.

(b) No question of amendment of the Constitution or By-laws and no motion to suspend or dissolve the Society shall be in order unless written notice thereof including the wording of any proposed amendment has been sent by mail or personal delivery at least twenty days prior to such meeting.

(c) The accidental omission of notice to any member shall not invalidate part or all of the proceedings of any meeting except in the case of any motion which requires a vote of 90 percent of the members present and voting. A Post Office acknowledgement of delivery shall be satisfactory evidence of notice.

6. **Quorum:** Twenty percent of the members of the Society shall constitute a quorum. In the event a quorum does not exist, the meeting shall be adjourned for one week. The members present at the reconstituted meeting shall constitute a quorum.

7. **Rules of Order:** On all matters not specified in the Constitution or By-laws, or by resolution of the Society, the conduct of meetings shall be in accordance with Robert's Rules of

Order (Revised).

8. **Voting:**

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

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

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

9. **Application for Membership:**

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

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

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

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

11. **Expulsion:**

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

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

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

discretion of the Board.

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

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

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

15. **Election of the Board:**

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

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

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

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

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

16. **Directors and Their Duties:**

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

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

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

(d) The Board Secretary shall oversee the Board and Society minutes, Board and Society correspondence, and all official documents and records of both.

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

17. **Committees**

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

18. **School Funds:**

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

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

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

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

20. **Tuition:**

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

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

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

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

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

21. **Membership Fees:**

- (a) There shall be an annual membership fee set by the Board.
- (b) Membership fees are non-refundable. Acceptance of membership fees does not, however, require the Schools to enroll a particular child or children who are not otherwise entitled to be enrolled.
- (c) At any meeting the Society may, upon recommendation of the Board levy such special assessments as may from time to time be required. Such assessments shall be paid by all members within the time provided.

22. **Staff:**

- (a) All staff members shall be appointed by the Board after careful consideration of their spiritual, academic, and physical qualifications. They shall be appointed for such terms, salaries and other conditions (except as herein expressly provided) as the Board may determine.
- (b) All staff members must declare their unconditional agreement with the Educational principles. They must be scripturally sound in their teaching and must lead exemplary lives.
- (c) All paid staff members shall be under individual contracts with the Society. Both parties shall abide by the terms of the contract. The contract becomes null and void when either party fails to abide by its terms. The Board has the authority to dismiss a staff member who proves to be unfit for the work because his instruction or personal life conflicts with the Educational Principles.

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

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

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

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

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

CHS POLICY: ADMISSIONS

A. Basic Considerations

1. The school exists primarily to educate children of Christian parents/guardians. Prospective parents/guardians must therefore want their children to be educated in accordance with the school's basis and purpose, and they must fully support the aims of the school's Christian program of instruction.
2. If the school Board needs to limit enrollment, it will admit students using the following criteria in the order presented:
 - a) Children of parents already having children in the school.
 - b) All other Society members with preference given to members in the supporting churches, given all other admission criteria has been met.
 - c) C.S.I. or Christian School transfers.
 - d) All others.
3. We do not discriminate as to race, gender or ability. The school Board will accept a student only if it believes it can provide a suitable educational program. In some instances, the Board may decide that it lacks the resources to provide for children with special needs and it may not be in the best interest of the child to attend CHS.
4. Kindergarten and grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the year of enrollment. Underage children may be accepted by request of the parents/guardians and subject to the approval of the Educational Advisory Council and principal based on satisfactory testing results. Where a child does not qualify for funding, the parents/guardians may be required to pay the equivalent of the government grant in addition to regular tuition fees.

B. General Policies and Procedures

1. The school Board will acquaint parents with the school's basis, purpose, policies, program and credentials. It will provide the parents with:

IN STEP 1

- a) Letter of introduction
- b) Our Mission Statement
- c) "What Makes CHS A Wholesome, Happy Place to Learn"
- d) General Facts About CHS
- e) Fee Schedule
- f) Student Application form (one per student)
- g) Admission Procedure for First-Time Applicants and Check list

IN STEP 2

- a) Letter indicating the meeting time for interview
- b) Partnership Agreement
- c) "What is the CHS Society of Brandon?" (Application Form)

2. The normal registration deadline for new students is May 1. The Admission Committee will consider late registrations if it can gather all relevant data in time and if the school has room at the requested grade level(s). No new student applications will be considered after September 15th for the current school year except by special appeal to the Board.
3. The principal is responsible for placing the student at a suitable grade level and/or in a suitable program. School personnel may administer grade level/achievement tests to a prospective student.
4. All new students are accepted on probation which is reviewed at the first reporting period after the point of entry to the school. The school has the option to extend a student's probationary period or impose other probationary periods based on a student's academic or behaviour record.

a) In conjunction with the first reporting period, the school staff will meet to make recommendations regarding the status of each new student on probation at the school. Returning students who are also on probation will be reviewed during the same time frame. The staff will make recommendations to the board regarding a student's probationary status, through the school principal, at the next board meeting. Teachers will either suggest that:

- i) a student be given regular admissions status (removing the probationary clause)
- ii) a student be granted an extension of the probationary period to a pre-determined date for another review
- iii) a student be disallowed regular or probationary status.

Parents will be made aware, upon application, that a student may not necessarily be granted full admission to the school's programming and that the child may not be allowed to continue within the school if the school's standards are not met.

b) The following is a list of possible reasons for students not to be granted full admission privileges:

- questionable behaviour tendencies
- disrespect for authority (teachers, principal, support staff, other adults, etc.)
- high academic needs beyond what the school can provide
- professional service required beyond what the school can provide
- emotional needs requiring regular counseling intervention which the school cannot provide
- extended periods of time requiring the individual teacher's attention that is taking away from the time being spent with other students in the class

Note: This list is not exhaustive and other reasons that apply to a student's individual circumstances may be considered at the reviewers' discretion. The board's decision will be final.

C. Admission Committee Procedures

The school's Admission Committee consists of the principal and a minimum of two Board members. The Admission Committee makes all routine admission recommendations to the Board who has final decision.

1. Parents/Guardians first submit a completed Student Application form that includes information about the student's academic, social and disciplinary history, and medical background. This must be accompanied by a non-refundable \$25.00 registration fee.
2. The Admissions Committee will interview the family at the school. The interview committee will acquaint the parents (both should be present whenever possible) more fully with the aims and policies of the school. It will establish or confirm:
 - a) the school's intent to help children become responsible disciples of Jesus Christ in today's society.
 - b) the Christian commitment of the parents and their concern to maintain a Christian home; or, at least, their openness to a Christian way of life.
 - c) the sincere desire of parents/guardians for their children to benefit from a Christian atmosphere and a Christian program of instruction.
 - d) the parents'/guardians' acceptance that their children will be subject to all school policies.
 - e) the school's and parents'/guardians' commitment to work through established communication channels to try to resolve problems, should any arise.
 - f) the parents'/guardians' acceptance of the financial obligations (school fees and other fees).

(The Board may decide not to interview parents/guardians who already have children enrolled in the school.)

3. The principal will meet with the parents for further orientation at the time of the child(ren)'s academic assessment. The Admission Committee may contact the principal of the student's previous school(s). The Committee will then review the registration form and all other relevant data and inform the applicants as soon as possible about the Board's decision. Should the Board decide not to enrol the student the applicants will be given full reasons. The parents/guardians may appeal to the Board. The Board's decision will be final.
4. With regard to families that are applying for admission during the months of July and August when most schools are no longer in session, applications for students in Junior Kindergarten to Grade 1 will only be considered. Students going into grade 2 or higher will be considered in the early part of September when sending schools can be contacted for references regarding a child's programming or be requested to provide other relevant information. Exceptions will be made if students are coming with written recommendations from their sending school complete with a recent report card clearly indicating that a child has not had any individualized programming adaptations to their program or have received any other professional expert intervention within their schooling. This practice is not necessarily intended to refuse any children with higher needs, rather, it is necessary to ensure that the school has the means in order to meet all students' needs while they are in attendance. The school will not be fully capable of determining this ability until such time that a child is in the class room, but the committee

must be somewhat equipped to make reasonable recommendations. In cases where the committee is prepared to allow an admission that may be somewhat questionable, the probationary period will allow a suitable time frame to decide on a student's admission status.

It is vital that Christian Heritage School has as much information possible made available to the interviewing committee so that a proper assessment of the child's application can be formulated. The school must feel confident that a child's needs can be properly met while they are in attendance at the school. If there is doubt of this possibility, the interviewing committee cannot, in good faith, make a recommendation for acceptance.

D. Society Membership

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

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