



Parent Handbook

2017-2018

School Phone Number: 519-684-7531

Email: plattsvillechristian@gmail.com

Web: www.plattsvillechristianschool.com

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*“Strengthening children’s lives and character through excellence
in Christian Education”*

Welcome to Plattsville Christian School!

This booklet has been prepared to communicate important information to parents and guardians about our school, its policies and procedures. Please take the time to read it carefully and keep it in a safe place for future reference as the school year progresses.

The staff at P.C.S. is looking forward to working with you and your family during the 2017-2018 school year. Your active involvement and support will help us to successfully meet the needs of our students. Indeed, it has been proven that one of the most important factors contributing to a child's success in school is parent interest and involvement. When questions or concerns arise, you are urged to contact us. We like to hear your expressions of support too!

We are privileged to be able to serve you as your Administrative Team this year. It is exciting to witness God's work being carried out while working here at P.C.S. To Him be all the glory!

Please feel free to contact us at the school (in person, by phone or by email) if you have any questions or concerns. Keep in mind that the school answering machine and the e-mail account will only be checked during school hours.

With cooperation and mutual respect, we are confident that the 2017-2018 school year will be a happy and successful experience for all of our students and their families at Plattsville Christian School. May God richly bless each of you. As always, it will be a priority of ours to pray for each of our school families throughout the school year. Your prayer support is also greatly appreciated.

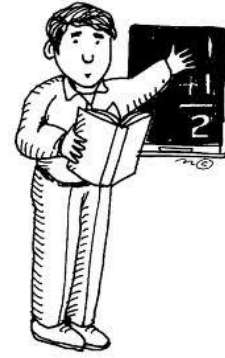
Team PCS
September, 2017

Know that the Lord is God. It is He who made us, and we are His; we are His people, the sheep of His pasture." Psalm 100:3



Teaching Staff

JK/SK Teacher:	Mrs. Veronica Drews
Grades 1 & 2/Administrator:	Miss Cheryl Jewitt
Grades 3 & 4/Administrator:	Mrs. Jennifer Clarke
Grades 5 & 6/Administrator:	Mrs. Petra Van Geest
Grades 7 & 8/Administrator:	Mr. Kevin Stevens
French:	Mrs. Judy Gadsby
Music:	Mr. Robert Aszmies
Art:	Mrs. Tricia Preston
Teaching Assistant:	Mrs. Gerrie Hergott
 <u>Custodian/Office Assistant:</u>	 Mrs. Jennifer Luloff



Plattsville Christian School Board Members

Chairperson:	Mrs. Mary Otto (pcsboardchair@plattsvillechristianschool.com)
Treasurer:	Mrs. Dorothy Bretz
Secretary:	Mrs. Anne Marie Hunter
Members:	Mrs. Agatha Ruby, Mr. Jeremy Bauman and Miss Cheryl Jewitt

Daily Schedule

8:25 a.m.	Doors will be opened
8:30 a.m.	Classes begin each day
10:20 – 10:35	Morning Recess
12:00 – 12:20	Lunch
12:20 – 12:50 p.m.	Lunch recess
3:00 p.m.	Classes are dismissed

Late Arrivals

Students are considered late if they arrive after classes have begun which is marked with the singing of *O Canada*. They must report to the office for a late slip. If the office assistant or volunteer is not available to fill out a late slip, the classroom teacher will fill one out. Parents will be contacted for repeat occurrences.



Lunch Period Procedures

- Lunch will be eaten in the assigned areas between 12:00 p.m. & 12:20 p.m.
- Students are supervised by teachers assigned lunch supervision.
- Students are encouraged to pack a lunch with as little litter as possible.
- If your child has a microwave available (grades 3 to 8), please adhere to the schedule (if applicable) provided to you by the classroom teachers. Out of courtesy to others waiting, students should be using the microwave for no more than 1 ½ minutes to warm up their food.
- Students must not leave the grounds without permission. It is strongly recommended that students do not leave the school at noon except to go home.

Keeping in Touch

We believe regular communication between home and school is an important ingredient in the education of your child. By keeping in touch with one another, we can share ideas and information which can be helpful in meeting the needs of your child. This communication can occur in many ways:

- Telephone calls / email
- Notes / letters in homework book/planners
- Class newsletters, calendars
- Parent information nights
- School newsletter
- Interviews



School Newsletter – “The Pulse”

The school newsletter, called “The Pulse”, is published on Fridays. In an effort to reduce paper coming from the office, the newsletter will be sent via email. It is our best way to keep you informed of important events and information. It is a tool used by both teaching staff and the school board to keep you informed.

Please inform the office if you have trouble receiving or viewing the email version of the newsletter or if you would prefer a hard copy. If you have information you would like included in the newsletter, please provide all pertinent details to the office by Thursday morning.

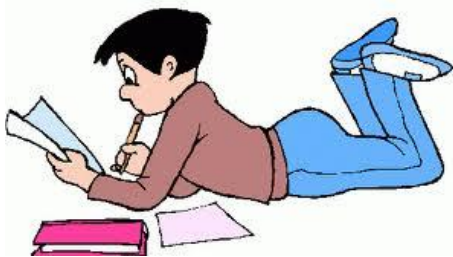
Reporting Student Progress

Teachers are involved daily with assessing student progress in school. Both testing and observation form a part of this ongoing identification of students' learning needs. There are three formal reporting times per year:

- December:** Report cards sent home, after which all parents / guardians will be invited to interviews to discuss privately their children's progress. ***Interview Day is Wednesday, December 13, 2017.***
- March:** Report cards sent home; interviews may be requested by either parents or teachers.
- June:** Report cards sent home in the last week of school. It is important that parents contact the school at any time during the year when needs arise. Teachers will also take the opportunity to contact you when necessary.

Homework Policy

All students in grades 1 to 8 will receive a Homework Book/Planner. Teachers will have their students record details of homework assignments each day. It is the expectation that all homework assignments be completed carefully and promptly. Parents are expected to sign the book each day, indicating they have **seen** the completed homework. Not only is this an important habit to develop, it is an essential factor in the success of your child/ren's education.



As a general rule of thumb, parents could expect about 10 minutes per grade of homework per night. For example, a student in grade 3 could expect approximately 30 minutes (3 X 10) of homework each night.

Student Absences

When your child is absent from school, please e-mail the school at attendance@plattsvillechristianschool.com beforehand to let us know he/she will not be in class. Also, please send a note to your child's teacher when he/she returns including the reason for the absence (we must report any communicable diseases to the Oxford Board of Health). **Please Note:** If your child is to be absent from school for an extended period, please complete a "Student Extended Absence Form" in the school office (also, see section below regarding "Student Vacation Withdrawal Guidelines").

Is My Child Ill?

At some time all parents will face the dilemma of whether or not your child is sick enough to stay home from school. Only you can make that decision, but children must be kept home for **24 hours** following a stomach virus. Classrooms provide a natural haven for spreading germs. Please use caution and good judgment when deciding whether or not to send your child to school. Students exhibiting symptoms of illness at school will be sent home.



Student Vacation Withdrawal Guidelines

We recognize that from time to time, families will choose to take vacations during school time and that these vacations present many educational opportunities and valuable time for families to relax and spend time together. We only ask that the family's opportunity does not become a burden for the teacher by expecting the teacher to get packages of class lessons ready for the individual student before they go on vacation. Packages like these often do not get completed or are completed in a rush before or after the trip takes place. Textbooks and notebooks can also be lost. In the event that a family decides to withdraw their child(ren) for a family vacation, we ask that the family:



1. **Notify the school of their plans** by filling out the appropriate "Student Extended Absence Form" available in the office.
2. Ask the teacher which pages he/she deems essential in a text or workbook (e.g. math, grammar, and spelling) that the child(ren) should be completing while away, or if there is some independent research project that will be due soon after their return.
3. Mark the child(ren)'s work as it is completed. The sooner the child(ren) receives feedback, the better.
4. Prepare a record of the trip (e.g. keep a journal, take pictures or video, make a scrapbook, create a travel brochure, etc.). Prepare the child(ren) to share the experiences upon returning to class.
5. Realize that the teacher may ask the child(ren) to get caught up on missed tests or assignments upon their return within a reasonable time, and with a fair chance to prepare.
6. Have fun! 😊

Recess

Both students and teachers need a break in their day. Recess provides a time for supervised activity outdoors. We expect ALL students to go outside (except for very special circumstances). Generally, if children are well enough to be at school, they are well enough to spend a few minutes outside. On days when weather conditions are poor, (i.e. rain, extreme cold, or extreme heat), all students spend recess indoors supervised in their classrooms.

Note: No electronic games or devices will be allowed at school unless being used for educational assistance or remediation. These include, but are not limited to Gameboys, Ipods, Ipads, cell phones, etc. Cameras will only be allowed on special occasions.



Parental Permission

For the protection of your children:

- A note to the teacher is required if he/she needs to leave school early, or has permission to leave school property at lunch time.
- Parents must sign a permission form for all off-campus trips.
- Please inform the school if someone different is picking your child up from school.
- The school should be aware if restrictions are in place regarding who may or may not contact your child.

Medications

If your child must take medications during the school day, a letter must be sent to the school office. All medications must be kept in a locked cupboard in school.

No medications can be administered by a teacher without proper authorization. There is an “Administration of Medications” form available in the office to fill out for medications that need to be given over long periods of time.



School Closing and Early Dismissal

At times, because of inclement weather or power outages, we may find it necessary to close the school. The decision is made after listening to weather reports, other school closings and bus cancellations. ***Our policy is if Waterloo Oxford Secondary School cancels their buses then it is not safe for our parents to be driving their children to school.*** An email will be sent to all our parents and we will initiate our Emergency Parent Phone Fan-Out so each family will be contacted to inform them of our school closure. An announcement will also be made on Faith FM as well as 96.7 CHYM FM. It is important that you give the school a number where you can be reached or a number of someone who can pick your child up if it is necessary to close the school during the day.

Where Can We Reach You?

If your child becomes ill during the course of the day, we will try to reach you using all of the contact numbers that you have provided. Please advise the office of any change in home, business, babysitter or emergency phone numbers throughout the year. We ask that you arrange for someone to come to the school to take your child home, or to the doctor. In the case of extreme emergency, 911 will be phoned and the child's immediate needs will be taken care of.

Fundraising

In order to keep tuition costs reasonable, fundraising events are planned periodically throughout the year. Each family is expected to participate in our fundraising events. This involves both planning and organizing the events. Those families who have chosen the 'buy-out' option, do not have to participate in fundraising events unless they want to. Please refer to our "Family Involvement Expectations" in this handbook. (fundraising@plattsvillechristianschool.com)

Hot Lunches / Chips

Hot lunches are provided every Friday. Look for monthly order forms to go home throughout the year. Snacks such as pretzels, chips and/or freezies can be purchased on Wednesdays and Fridays. Money raised from the Hot Lunches and Snacks is applied to the Student Fund. This fund helps to pay for field trips, educational materials and equipment. (hotlunch@plattsvillechristianschool.com)



Bicycles and Scooters

It is the responsibility of parents / guardians to ensure each student knows and follows the rules for the safe operation of a bicycle or scooter. This includes the use of helmets. FYI: The local police department recommends that only students in grade 3 and up be allowed to ride their bikes to school. In addition, the following rules apply:

- Students must dismount their bicycles or scooters as soon as they reach the edge of the school/church property and walk them to the bike parking area at the rear of the church building.
- Both bicycles and scooters must be left outside during school at the rear of the church.
- This area is out of bounds during recesses.
- Skateboards, roller skates, roller blades, and wheeled shoes or “wheelies” are also prohibited.

Uniforms

Students are expected to wear their uniforms each day unless notified of a special event. We encourage the students to maintain a neat and tidy appearance. Please clearly label ALL items, particularly uniform items, gym clothes, shoes, etc. with your child’s name. Misplaced items are then easily identifiable. Checking our lost and found box at our school may turn up many lost items. Please refer to our uniform policy included in this handbook for more information.

Physical Education Clothing

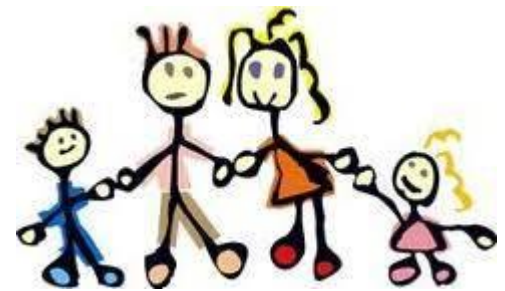
For an active and safe program, students in Grades 3-8 are required to have blue gym shorts, our PCS Flames T-shirt and non-marking running shoes. These should be kept at school in bags marked with their names. This allows gym clothing to be hung on their coat hooks and ensures it is available when needed. Please make it a habit to clean gym clothes occasionally, being sure to check your child’s timetable to ensure that they will have their gym clothes available for gym class. Students not prepared with the proper clothing and footwear will not be allowed to participate in gym class.

“PCS” Sunday

On one Sunday each year, usually in May, families are expected to attend a worship service at the Plattsville Evangelical Missionary Church. The students take part in this special service. We take this opportunity to express our thanks and gratitude to the church for their invaluable support to us throughout the year.

Parent Expectations

- To have their children achieve their highest possible spiritual and academic standards.
- To be informed of their children’s progress and development throughout the year.
- To have their children cared for at school.
- To see that their children are educated with provisions made for individual differences and needs.
- To ensure that their children will be safe and secure both physically and emotionally.



Parent Responsibilities

- To send their children to school regularly and punctually, well-rested and appropriately fed and clothed.
- To support their children in an understanding of respect for self and others.
- To communicate with and support the school in its efforts to educate their children.

Teacher Expectations

- To have their students reach the highest possible spiritual and academic standards.
- To secure the cooperation and support of the home in a mutual effort to enhance the growth of their students.
- To expect appropriate behavior from their students and support from home to encourage it.

Teacher Responsibilities

- To set clear academic standards and expectations.
- To provide an appropriate program for all students, within approved guidelines and standards.
- To regularly inform parents of their students' progress and development.
- To be a role model of Christian behaviour.

Student Expectations

- To be challenged to do their best.
- To be treated in a kind and fair manner.
- To be provided with safe working and playing environments.
- To be provided with programs that meet their educational, physical, social, emotional and spiritual needs.



Student Responsibilities

- To be punctual and attend regularly.
- To work hard and do their best.
- To show respect for themselves and others.
- To know and obey the school rules and expectations.

Student Behaviour

- Within a school environment, students are expected to develop the self-discipline and the social skills necessary to progress academically and to act in ways that respect the needs, feelings and rights of all.
- Vulgar and profane language will not be tolerated. The use of weapons or objects with the intent to harm is prohibited.
- We believe, as a Christian School, that while a student is under the supervision of a staff member or volunteer, the student should show respect due to them as a person hired by the school board and as a person called by God to minister to the students.
- If a student misbehaves, there are several different interventions that may be used depending upon the developmental level of the child, the emotional needs of the child, the security and safety of others and the educational value of the consequences.

Specific details outlining expectations, consequences and the process to be followed are included in the following pages.

Please find included in this Parent Handbook:

- *Statement of Faith*
- *Educational Objectives*
- *Summary of The Protection Plan*
- *Uniform Policy*
- *Promoting A Positive, Safe School Environment*
- *Discipline Policy And Behaviour Expectations*
- *PCS Procedures For Inappropriate Behaviour*
- *Parental/Guardian Commitment and Responsibility Policy*

