

**TABER CHRISTIAN  
HIGH SCHOOL**



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**2022-2023 STUDENT / PARENT HANDBOOK**

**Phone: (403) 359 - 3835**  
**Website: [tchs.horizon.ab.ca](http://tchs.horizon.ab.ca)**  
**Email: [jason.visser@horizon.ab.ca](mailto:jason.visser@horizon.ab.ca)**

**THIS AGENDA BELONGS TO:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

POSTALCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

GRADE: \_\_\_\_\_

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## TABLE OF CONTENTS

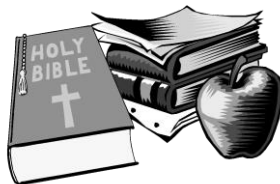
Mission Statement	page 2
School Vision	page 3
Education Vision / Admission Policy	page 4
Christian community	page 5
Calendar of Events	page 6
TCHS purpose	page 7
Student positive behavior plan	page 8
Technology Policy	page 12
Additional conduct and student life protocol	page 13
General Information and Procedures	page 15
School Services	page 15

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## MISSION STATEMENT

Our mission is to provide a Christian educational environment in the community of Taber, which uses biblical teaching to prepare all students to reach their full potential, so they can serve God and others with a Christ-like attitude



## SCHOOL VISION

† We believe that God is the Creator and Lord of all creation and at the centre of all we do. With the support and encouragement of the home and church, we are dedicated to educating our students by meeting the Alberta Curriculum requirements, taught from a Christian perspective in all subjects and aspects of the life of the school.

† Each child is created in God's image and each child has their own unique gifts and talents. Our main focus and goal is to have our students reach their God given potential academically, spiritually, emotionally, socially and physically.

† We teach our students to be active, serving members in the community as ambassadors of Christ. We base our mission and vision on these three principles:

### † **Honoring Christ**

**Christ** is the one who stands at the centre of life directing all our activities, including education.

***"If anyone is in Christ, he is a new creation"*** II Corinthians 5:17

### † **Responding to God's Will**

**Covenant.** Our response to life in Christ demands an education that recognizes the Lordship of Christ in all of life. God has given parents the task of educating their children. His word instructs us to educate them in the fear of the Lord.

***"Train a child in the way he should go, and when he is old he will not turn from it."*** Proverbs 22:6

### † **Transforming our World**

**Culture.** God has chosen for us to live at this time and in this place. He expects us to claim all life for Him- to transform the culture we are a part of.

***"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind."*** Romans 12:2

## TABER CHRISTIAN HIGH SCHOOL EDUCATIONAL VISION AND PHILOSOPHY

The TCHS Sr. High Alternative Program strives to be an educational community that fully integrates faith and learning. Our mission shapes and influences all curricular goals and day to day practices.

We live in a broken world and brokenness defines our relationships and all of our efforts. To live in joyful service to God is a heartfelt response to the grace God shows to each of us through the death and resurrection of His son Jesus Christ. The salvation story is what directs our lives and the lives of our children. The goal of Christian education is to keep the story alive and well in His world. To that end we strive to understand, appreciate and become stewards of the creation that God has placed us in. This entails both the physical and cultural world that we see around us.

### **Our goals are direct responses to our mission statement:**

- I. To provide a Christian educational environment in the community of Taber
- II. To use biblical teaching
- III. To prepare all students to reach their potential

To prepare all students so that they can serve God with a Christ – like attitude.

## ADMISSION POLICY

The TCS Sr. High Alternative Program shall be accessible to all students subject to the criteria identified in the Admissions Policy, and membership in the school society provided that a minimum of one parent or guardian seeking enrolment in the alternative program for their children sign a partnership agreement (Schedule F of the Master Agreement) along with their children to acknowledge and indicate support for the TCS Sr. High Alternative Program Mission and Statement of Faith document (Schedule A of the Master Agreement) and the Educational Vision and Philosophy document (Schedule B of the Master Agreement).

All parents or guardians (and students in grade 10 – 12) shall sign their agreement to the philosophy and standards of the school prior to any given school year and be willing for their children to be taught Biblical principles in accordance with the Statement of Faith, Philosophy of Christian Education and Mission/Vision Statement.

All parents shall provide a reference letter from their church pastor, which will indicate that at least one parent or guardian is Christian in agreement with the Statement of Faith and attends a church that fully supports the Statement of Faith.

Prior to a students initial enrolment, the parents, guardians, and students are expected to meet with an intake committee consisting at minimum of at least 2 persons. One representing the school (Principal or educational staff person selected by the Principal) and the other representing the interests of the Society (selected by the Society Board).

## CHRISTIAN COMMUNITY

The Christian school, the Christian home, and the Christian church all provide educational services. All three must cooperate closely in pursuing a common goal which is to strive toward the students' achieving their God-given potential in all aspects of their development as well as helping them live a life of obedience and biblical wisdom. In keeping with the mission statements, we as a school community must work together to instill in every student a desire to know, love and serve God in all areas of life (Matthew 5:14-16).

Along with the material mentioned above, the curriculum seeks to include ways for students to feel accepted, loved, and respected by learning and discerning God's Will and Word for each of the students. Consequently we strive to develop meaningful, Christ-centered learning opportunities and seek positive contributions to the school from all students.

As accredited institutions, our schools follow the Alberta Education Curriculum. As well, our schools have courses that are required in languages and in Bible.

2020-2021 CALENDAR OF EVENTS

Taber Christian School High School  
2022-2023 School Year Calendar



M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Instructional Days 2 M-Th 2 F 0

M	T	W	T	F
				1 2
H 5	6	7	8	9
12	13	14	15	17
19	20	21	22	23
26	27	28	29	H 30

Instructional Days 18 M-Th 18 F 3

M	T	W	T	F
	3	4	5	6 7
H 10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Instructional Days 20 M-Th 18 F 4

M	T	W	T	F
		1	2	3 4
7	8	9	10	H 11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Instructional Days 19 M-Th 17 F 2

M	T	W	T	F
				1 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
H 26	H 27	H 28	H 29	H 30

Instructional Days 16 M-Th 13 F 3

M	T	W	T	F
H 2	H 3	H 4	H 5	H 6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Instructional Days 15 1st Sem M-Th 12 F 3  
Days 1 2nd Sem M-Th 1 F 0

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H 20	H 21	H 22	23	24
27	28			

Instructional Days 15 M-Th 12 F 3

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Instructional Days 19 M-Th 16 F 3

M	T	W	T	F
3	4	5	6	H 7
H 10	H 11	H 12	H 13	H 14
17	18	19	20	21
24	25	26	27	28

Instructional Days 14 M-Th 12 F 2

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
H 22	23	24	25	26
29	30	31		

Instructional Days 21 M-Th 19 F 3

M	T	W	T	F
				1 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Instructional Days 19 M-Th 15 F 4

	Sem. 1	Sem. 2	Total
Instructional Days	90	89	179
Non-Instructional Days	14	7	21
<b>Total Days</b>	<b>200</b>		

- Symbols Legend:**
- First Day of School
  - Last day of 1st Semester
  - First day of 2nd Semester
  - Last Day of School (Grade 9)
  - Last Day of School (High School)
  - Diploma Exam
  - PAT Grades 9
  - PAT & Diploma Exams
  - Report Card
  - Planning for Student Support Day (All Schools) - no students
  - Division Wide Holiday - no students, no staff
  - Division Wide Time Free From Instruction (TFFI) - no students
  - Division Wide Teacher PD Day - no students
  - Division Wide Joint Horizon/ATA PD day - no students
  - Division Wide Unassigned Teacher Time - no students, no staff
  - School Based Time Free From Instruction (TFFI) - no students
  - School Based PD Day (All Schools) - no Students
  - School Based PD Day, 1/2 day - No Students
  - School Based Unassigned Teacher Time - no students, no staff
  - School Based Parent/Teacher Interviews - no students
  - School Based Parent/Teacher Interviews - after school

Gr. 12 Diploma Exams	Nov.	Jan.	Apr.	Jun.
English LA 30-1 Pt. A	2	12	17	12
English LA 30-2 Pt. A	2	12	17	12
Social 30-1 Pt. A	3	13	18	13
Social 30-2 Pt. A	3	13	18	13
English LA 30-1 Pt. B	7	20	20	19
English LA 30-2 Pt. B	7	20	20	19
Social 30-1 Pt. B	8	23	21	20
Social 30-2 Pt. B	8	23	21	20
Math 30-1	4	19	19	18
Math 30-2	4	19	19	18
Physics 30	9	26	24	26
Chemistry 30	10	25	21	23
Biology 30	9	24	19	22
Science 30	8	27	24	27

Achievement Exams	Gr. 9*
English Language Arts Part A	Jan. 12
English Language Arts Part B	Jan 26
Science	Jan 25
Social Studies	June 15
Mathematics Part A	June 12
Mathematics Part B	June 14

\*Window periods approved by AB Education are draft

APPROVED:

Gr. High	1st Sem	M-Th	Tu	F	Tu
	2nd Sem	M-Th	Tu	F	Tu
<b>Total Instructional Days</b>	<b>141</b>	<b>30</b>	<b>179</b>		

Date	Holidays & Observances
September 5, 2022	Labour Day
September 30, 2022	National Day of Truth & Reconciliation (non-statutory)
October 10, 2022	Thanksgiving Day
November 6, 2022	Daylight Savings Ends
November 11, 2022	Remembrance Day
December 25, 2022	Christmas Day
December 28, 2022	Boxing Day
January 1, 2023	New Year's Day
January 6, 2023	Epiphany
February 20, 2023	Family Day (Alberta)
February 23-24, 2023	Teachers' Convention
March 12, 2023	Daylight Savings Begins
April 7, 2023	Good Friday
April 10, 2023	Easter Monday
May 18, 2023	Ascension
May 22, 2023	Victoria Day
May 28, 2023	Pentecost
June 21, 2023	National Indigenous Peoples Day
July 1, 2023	Canada Day

Our goal at TCHS is to educate and challenge every student to be a:

***God-  
Worshipper***

Students will understand that worshipping God is about celebrating who God is, what God has done and is doing, and what God has created. It is literally about standing in awe and wonder of God and His promises. Students will see this worship as a way of life.

***Idolatry-  
Discerner***

Students need to learn to 'read' a worldview by asking questions about what is being portrayed in regard to culture, values, and belief systems. Through the curriculum students will be challenged to identify, understand, and lay bare the idols of our time (and time past)..

***Earth-Keeper***

Students will respond to God's call to be stewards of all of creation. Caretaking can so easily succumb to exploiting. We need to reclaim and relearn how to respectfully treat the world / universe and all things contained i it. This is a matter of respecting God and it our responsibility to be earth-keepers.

***Beauty-  
Creator***

Students will create beauty that praises God and enriches our world. Creation shouts that our God is a God who loves diversity, complexity, and creativity. Being an image-bearer means having the ability and the responsibility to discover, respond to, develop, use, and improve the world that God has placed us in.

***Justice-  
Seeker***

Students will act as agents of restoration. The world is not as God intended it to be. We lead our students to see the injustices in this world - but seeing those things can't be where we stop. We need to enable our students to act as agents of restoration by both identifying and responding to injustices.

***Creation-  
Enjoyer***

Students will celebrate God's beautiful creation and give testimony to the presence of God in creation. Creation enjoying is looking at, talking about, studying creation. Ordinary things become extraordinary when seen in a new way. Creation enjoying is helping to coax the 'song of joy' (Psalm 65:8) from ourselves and our students.

***Servant-  
Worker***

Students will work actively to heal brokenness and bring joy to individuals and to culture. Being an image-bearer means having the ability and the responsibility to discover, respond to, develop, use, and improve the world that God has placed us in. We need to cultivate in our students the desire and ability to offer hope, healing, and restoration to this world and its people.

***Community-  
Builder***

Students will be active pursuers and builders of community in their classrooms, their neighborhoods, and in the global village they are a part of. Students need to learn to pursue Shalom - to be active and eager examples of peaceful/shalom-filled communities. Our classrooms will become communities of grace where students will learn to walk and work together in peace.

***Image-  
Reflector***

Students bear the image of God in their daily lives. Being an image-bearer isn't something we DO. It is deeper than that. Image-bearer is something we ARE. We reflect God's image and we learn to see God's image in others. The more Christ-like our actions are, the more clearly Christ's light shines in a dark world.

***Order-  
Discoverer***

Students see God's fingerprints all over creation. When we read the creation account we read a story of God creating order out of chaos. There is purpose in God's creation and we are able to discover this amazing order within creation. One of the inescapable conclusions for our students must be, "God really had an amazing plan for all of this, didn't He!"



### *Introduction:*

Taber Christian High school will operate on the educational philosophy that all our students, as image bearers, have the right to learn. To this end, each student must be in a school climate that is safe, satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

Staff, students, parents and administration all have their role in maintaining this code of conduct. By working together, we can ensure positive student conduct. Discipline plays a role in building accountability, responsibility, self-control and respect for others. Students, as leaders, are responsible for their behavior, and they should recognize that any behavior that disrupts or detracts from the educational and spiritual climate of this school creates a more negative environment for all. Any behavior that encroaches upon the rights of others is not responsible behavior.

\*Policy IG – Student Discipline has been used as a reference for the procedures in this policy.

Students are expected to uphold behavioral standards which exist as a positive application of biblical principles.

Physical abuse and excess profanity will never be tolerated. As a Christian community we have an obligation to contribute to the formation of a community of grace, based on God's love and truth. In light of this there are boundaries and consequences for engaging in this behavior.

The staff of the Christian school believes, that students should behave in reasonable, responsible, God honoring, positive ways and understand the need for the following expectations. **Students, whether on or off school grounds are expected to:**

- ☺ Exercise good judgement in the use of time, energy and material resources.
- ☺ Respect the property of others and to behave in a manner that reflects concern for others.
- ☺ Avoid the use of profane language, inappropriate gestures and smoking while on school property.
- ☺ Use school equipment appropriately and not become involved in activities that will harm or potentially endanger themselves or others
- ☺ Respect out-of-bounds areas as determined by teachers and administration;
- ☺ Dress modestly and in a manner that honors God.
- ☺ Behave in law abiding ways. School is NOT a sanctuary outside of the law.
- ☺ Be diligent in pursuing studies and attend school regularly and punctually.



## *Procedure for Policy:*

### Attitude for Servant Leadership

Any negative behavioral issue is one that impacts student learning but also signifies a breakdown in relationship with student and staff or student to student. There is much in educational research that suggests the importance of relationship in learning. In light of this, the discipline policy outline below gives guidance for various situations; however, the parties involved should work to resolve any issues. This is important not only so that learning can continue, but also so that relationships are restored.

All TCHS students are called to embrace a 'servant heart' and to conduct themselves positively, respectfully and with consideration for others. Students that exhibit words and behaviors contrary to expectations laid out in this policy may be subject to the loss of the following privileges.

- School trips and off campus excursions
- Extra – curricular activities

In addition to this, **The Education Act (section 31)** states that, students shall conduct themselves in a manner that complies with the following code of conduct:

- a) be diligent in pursuing their studies;
- b) attend school regularly and punctually;
- c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) respect the rights of others.

**Dress**--As Christians we are called to dress modestly and in a manner that honors God. Dress influences the attitudes of students towards themselves, others, and to their work. As there is a mode of dress suited to office or professional work, to the playing field or gymnasium, so there is also a mode of dress suited to a Christian school. Students may not wear clothing that displays vulgar messages, put-downs, promotes anti-Christian lifestyles, is overly revealing or carries a counter-Christian message. Students found wearing this type of clothing will be required to change into other attire and the parents will be notified. Generally, a good rule of thumb is decent, modest and clean attire.

TCHS asks that students be modest, discreet and culturally appropriate in expressions of affection. Honoring and respecting each other shows in how we relate to one another. Teachers and administrators reserve the right to determine modesty.

Shoes are to be worn at all times, especially in light of fire drill evacuations. Students are required to have a separate pair of indoor footwear for use inside the school to reduce the amount of mud and snow tracked through the halls. **In addition, all gym shoes must have a non-marking sole to prevent scuff marks on the gym floors.** Finally, we depend upon the parents to help guide and supervise the appearance of their sons and or daughters.

### Acts of Misconduct (minor offenses)

This class of behaviors are those perceived to be disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity (field trip). Some examples are:

- *Leaving the classroom without permission*
- *Making excessive noise in the classroom or hallways*
- *Initiating or participating in physical contact that disrupts or interrupts school activities.*
- *Behavior that disrupts the orderly process of classroom instruction.*

As outlined in the paragraph just below “Attitude for Servant Leadership” staff and student should work together to resolve these types of situations. At all times the goal of discipline is to correct and encourage restoration.

If the above fails, further discipline responses may be required (including the involvement of parents and administration).

### Acts of Misconduct (severe, highly dangerous, frequent)

If an offense is considered severe, highly dangerous, and / or occurs too frequently, the appropriate consequence will be determined. Staff members will consider all mitigating circumstances (age/maturity of student, attitude of student, willingness to cooperate, seriousness of offense etc.) prior to disciplinary intervention and assure the due process for each student. Consideration include (but are not limited to):

- Requiring the student to make amends for decisions they have made
- Class period suspension (can be mandated by teacher and/or admin)
- In school suspension (1-5 days mandated by admin after consulting with student and staff)
- Out of school suspension (1-5) days mandated by admin after consulting with student and staff)

\*In the case of “class period suspension” parents will be notified. This may also result in a parent/teacher/student meeting being arranged to discuss behavior and possible disciplinary action (Administration will be involved).

\*\*In the case of an “in” or “out” of school suspension a meeting/communication with school staff/admin, student and parents will occur to discuss the disciplinary action and to develop a re-entry plan.

**Threats:** All threats will be responded to. While some threats may be intended as a joke, all threats will be explored and followed up on by school administration. The Horizon Counseling team and possibly the School Resource Officer may be involved either to impress upon students the serious nature of uttering threats and simultaneously to ensure that any threat is thoroughly investigated.

## Acts of Misconduct (major offenses)

Major offenses will immediately involve school administration. This can be a single, significant offense or the result of chronic offenses where the student has shown little or no remorse or willingness to change.

This class of behaviors are those perceived to be seriously disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity or field trip. Some examples are:

- Fighting and/or promoting of fights.
- Theft and/or vandalism
- Gross insubordination (extreme disrespect)
- Possessing, using, under the influence, or eliciting of drugs or alcohol in/on the school grounds.
- Harassment

**The Education Act: Sections 1 (1) (jj), 36** states that a student may be suspended or expelled for not complying with this Code of Conduct. As stated previously, student conduct must also be such that the Mission and Vision can be fulfilled as they strive to live lives that honor God and develop kingdom citizenship.

In-School Suspensions – 1 to 3 full days

Out-of-School Suspensions – 1 to 3 full days

Five Full Days Out-of-School Suspension – *with recommendation to the Board of Education for Expulsion.*

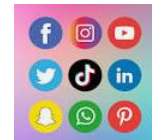
*School Administration may supersede the guidelines of the discipline protocol at any time.*

### Dispute:

The full intent of this policy is listed above. If there is a time when a parent is not in agreement with the policy, they are encouraged to approach the teacher, staff member or the Principal. At all times, parents are required to talk directly with those who have been part of the specific discipline decision.

Parents are encouraged to discuss one on one with teachers. The principal is also willing to be part of all discussions, and at times may place themselves in the conversation should they deem that necessary.

If the parent has approached the teacher or staff and principal and still does not feel comfortable with the decision, they are able to contact the superintendent of Horizon Schools to discuss further.



Taber Christian High School seeks to use technology resources which can complement the teaching and learning of our school. Technology is a tool that can support and facilitate learning; thereby increasing the availability and versatility of learning.

The potential of such technology devices seems limitless. At Taber Christian High school, our teachers and students are encouraged to develop a positive use of technology while at school. This positive use should glorify God and lift up others through its use. Our goal is to use the devices as God given tools to grow in knowledge, maturity and commitment to God, and through which our students can benefit others.

The Google platform and related platforms (Moodle & Hapara) are to be used for educational and community building purposes only. When engaging in classroom discussions, learning activities etc. technology related activity should be relevant to the learning topic. We are also to be mindful of our classmates, giving space for all to participate free from harassment, bullying etc. “Let us consider how we might spur one another on toward love and good deeds” (Hebrews 10:24).

All online posts are associated with a username and time stamped when submitted. Students are responsible for their own online actions and activities. Inappropriate language and content go against the Christian community we are developing at TCHS and therefore will not be tolerated. Results of such actions will be immediate contact of parents, and may include suspension of platform use. Thank you for helping us develop a positive learning environment.

1. Computer accounts are intended for the use of a single individual. It is strongly recommended that students keep your password to yourself.
2. Students are also expected to help maintain the safety and integrity of the network by not installing/downloading any software, unless authorized by a staff member.
3. All communication and information accessible via the computer resources shall not be regarded as private. You agree and consent to allow Taber Christian School personnel to review files, data and messages to ensure that you are using the system responsibly at all times. This also applies if you connect your personal computer to the school’s network (either by cord or by wireless).
4. Use of the Internet is solely for educational and school-related purposes and must be in keeping with the Christian community that is TCHS.

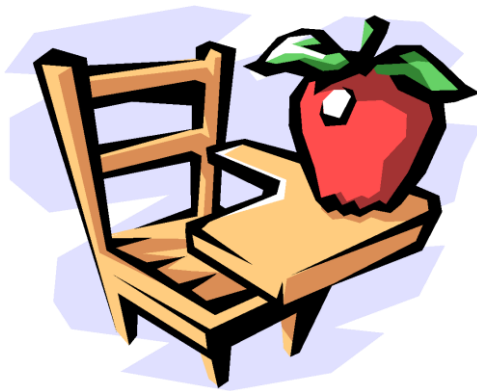
### **Academic Integrity/Plagiarism**

With an online learning platform, trust is foundational in submitting / assessing completed coursework. Plagiarism is cheating and as such is a violation of honesty and integrity. Students found to engage in such actions will be subject to discipline at the discretion of the teacher and in some cases administration. Disciplinary action will include (but is not limited to) students needing to “re-do” the assignment and/or receiving a significantly reduced score on the assignment.

## Cell Phone Usage

The potential of such technology devices seems limitless. Unfortunately, due to the fall, there are also many abuses of technology. At Taber Christian High, our teachers and students are encouraged to develop a positive use of technology while at school. This positive use should glorify God and lift up others through its use. Our goal is to use the devices as God given tools to grow in knowledge, maturity and commitment to God, and through which our students can benefit others.

1. The possession or use of cell phones or other electronic devices is subject to restriction (teacher consent) in school.
2. The use of personal two-way communication or recording devices is not allowed in washrooms, change rooms or any place where there is a reasonable expectation for privacy.
3. The use of personal technological devices is forbidden during any test period, for the entirety of the testing period. Personal technological devices must be turned in to the exam supervisor for the duration of the test period. Possessing a device during a test (including a diploma exam) is grounds to have the exam invalidated.
4. The use of personal technological devices in the classroom must be teacher directed and used for the intention of achieving learning outcomes.
5. Failure to respect these responsibilities and live up to them will result in appropriate response that could include, but is not limited to, a loss of privileges as deemed by the teaching staff.



### ADDITIONAL CONDUCT AND

Conduct--Standards of been established through Christian High school

publication of reasonable standards for student conduct is essential so that students are aware of expectations and consequences. Students have a responsibility to be familiar with these policies.

### BEHAVIOR PROTOCOL

behavior for students have the School Act and Taber policy. In addition to this, the

**Harassment, Intimidation or Threats**--All students have the right to be safe and secure while attending the Christian schools. Students who are the victims of harassment, intimidation or threats should report the problem to the administrator or teacher as soon as the offense occurs. Students guilty of these offenses may be suspended or expelled from school. Parents will be notified of the incident and the course of action.

**Care of School Property**--Students may not deface, scratch or damage school property such as desks, lockers, walls, floors, furniture, sports equipment, school bus seats, textbooks, etc. Anyone

responsible for such damage will be assessed the full replacement or repair cost. Students are required to keep their desks and lockers neat and tidy at all times.

**Smoking, Alcohol and Drugs-** Our aim is to promote a safe educational environment at our campuses and the use of illicit drugs and the consumption of alcohol have no place in the educational setting of a Christian school. If you transport, consume, and/or possess alcoholic beverages or illegal drugs at school, on the buses, or at activities sponsored by the school, you will be immediately suspended. Further to that policy and mission related material developed by Horizon School Division and the Taber Christian School Board will further guide response to this type of conduct. Measures may range from suspension to expulsion

**Banned Items** – To ensure the safety of both students and school property items such as lighters, laser pointers, pocket knives, etc. should not be brought to school. Any such items will be confiscated upon discovery. Personal items such as iPods, DX's, electronic games, and cell phones, etc are not to be used during normal school hours.

**Attendance**--It is the belief of the staff and board that there is a strong correlation between good, punctual attendance and success in school. Therefore, we expect parents and students to assume the responsibility for regular, punctual attendance. The school realizes that at times due to illness, medical appointments, or family reasons, students may have to miss some school. In the event of an absence, the parents are expected to phone the school by 9:15 am. Students are responsible to acquire class materials missed and make up assignments or tests as needed.

**Family Vacation**--As a staff, we acknowledge that there are family circumstances that do not allow for summer holidays and, therefore, parents may ask if their children can be excused from school for the purpose of vacation. We are, by law, in no position to authorize this type of absence. If you choose to take your child out of school for a number of days, the teacher will try to work with / develop a basic plan with the student, BUT is not expected to give advance homework. Upon returning to school, the student will be informed of the work missed and is expected to catch up within a reasonable time frame.

**School Closures**—Throughout the winter we are often faced with hazardous weather conditions that may result in school closure, primarily due to transportation concerns. When this happens, a decision is made by the Horizon School Division and an announcement will be made utilizing our Powerschool call out system, various social media outlets, radio and school and division websites.

**Medications**--The administration of any non-prescription medications (e.g. Tylenol) cannot legally be given by any staff member. If a parent wishes to have any staff member administer medications (prescription or non-prescription), we must have a letter of authorization from the parents and a physician.

**Illness and Accidents**--When a student becomes ill during school, the staff will admit the student to a quiet place. parents will be informed. If the parents cannot be reached, the school will phone

the individual identified as the emergency contact person. Coaches of sporting events become responsible for injured players. Students are covered under school insurance for school activities.

**Fire Drills**--In an effort to ensure the safety of our students, fire drills and evacuations are carried out. The importance of being prepared for such an emergency cannot be overstated. It is important that each child have a pair of indoor shoes that can be worn during the cold winter months. The fire department is knowledgeable of our building and is prepared to respond.

**Field Trips**--Field trips often serve the educational program of a school by providing the students with first-hand experiences. Used properly, field trips can enhance a student's understanding of subject material and make vague understandings clearer. As such, Field trips are part of the curriculum and students are expected to attend.

Students participating in field trips are required to have parental consent forms filled in and returned to the school. A general form will be sent out at the start of the school year. Field trips are part of the curriculum and students are expected to attend.

Generally transportation for field trips will be done by bus. Any parents who transport students for school related activities will need to fill out a driving form.

**Dismissal**—At dismissal (and at other points in the day), students are expected to return resources to their rightful place, help with cleaning up (items in recycling and the garbage) and engage in group prayer to conclude the day.

GENERAL INFORMATION AND PROCEDURES
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**Reporting to parents**--As an extension of parent/teacher communication, reports of each child's progress will be issued by the teacher to the parents throughout the year (see school calendar for dates). These reports are intended to inform the parents of the student progress and need for improvement if the case warrants. Students and parents will be set up on Powerschool, which will enable them to check on student progress throughout the year. Parents and students will also have opportunities to participate in an interview with the teacher.

Every aspect of communication between the teacher and student / parent is intended as a means for improving education for the student. To that end, parents may feel free to talk to staff about the student's education at any time during the school year. We believe it is important to have good communication between home and school.

**Newsletters**—TCHS will share a weekly newsletter. This newsletter will be sent out by email with paper copies available for those that require them. The newsletter (along with the website) will be a source of information for the school and includes up-to-date information on events, plans, activities, needs, and student work.

TCHS will also send out a larger society newsletter (The Anchor) twice a year.

**School Calendar**--The calendar is approved by Horizon school division and published prior to the beginning of the school year. It is accompanied by various significant dates throughout the school term. If dates are changed, notice will be sent home via the school newsletter. At the beginning of the year a calendar will be published which is to be inserted in the newsletter and in this book.

**Lost and Found** -- Throughout the year students will occasionally misplace or forget items from home. Lost and found items will be held at the school. Any items not claimed at the end of the school year will be donated to Christian charities.