

OCS FAMILY HANDBOOK

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Mission Statement

Our mission is to educate our children in a Christ-centred elementary school where students integrate faith and learning through Biblical content, Christian perspective and example.

Our Core Values

The Ottawa Christian School and its supporting association is a community of members, parents and teachers who seek to grow in submission to the Lordship of Jesus Christ. We seek to honour and serve God with heart, body and mind - and likewise teach our children - using the variety of abilities and gifts that he has entrusted to them and us.

Our curriculum recognizes that all wisdom and truth come from God, and is most fully revealed in Jesus Christ, as shown in the Bible; further, it seeks to expand students' understanding of the world and its people.

We recognize that we are stewards of our very lives and of the world in which we live. We believe that we are created to live and work in community and through Christ we seek wholesome relationships of service and encouragement.

The school is governed by parents and members according to a Constitution. As such, a variety of relationships between members, parents, students and staff are vital for growth, fellowship and accountability.

We are committed to establishing a school that encourages students to be Christian disciples, urges each student to excel in developing intellectual, physical and creative gifts, and testifies to God's love to the larger community.

The Heritage of Ottawa Christian School

Newcomers to Ottawa Christian School will appreciate the fact that about 200 children are learning what it means that Jesus is Lord of their lives and of all of this world. They may not be fully aware of how OCS came to be. To shed some light on the heritage of OCS we need to go back some two centuries and travel some 8000 km to early 19th century Holland.

Following the French Revolution many of the institutions of Western Europe including the schools became increasingly secular. The violence that accompanied the Revolution and the drastic nature of the changes proposed by the followers of Voltaire and Rousseau shocked many Christians out of complacency. This was especially true of some tens of thousands “fools for Christ” in rural Holland. They had already left the liberal and lukewarm religion of the state church and were determined not to allow their children to be exposed to the same flaccid faith in the schools. At great cost they set up schools that nurtured a deep piety in the students. They did not concern themselves too much with a Christian perspective. This changed when the great theologian Abraham Kuyper challenged the reigning liberalism in theology, politics, economics and social structure. From this point on, Christian schools would not only be concerned with Christian piety and nurture but also with drawing clear lines of distinction between Christian and secular approaches to all aspects of life.

These invigorating ideals made their way to Canada in the post-WWII period when thousands of these Reformed Christians set foot on Canadian soil. They found that the public school system, originally begun as Protestant Christian schools, were for the most part secular or religiously “neutral” schools. These immigrants set up an alternative school system. Initially, the vast majority of students in these schools were from the Christian or Canadian Reformed churches.

But there is another strain in the heritage of OCS. It never was an exclusively Dutch Reformed school even though the Christian Reformed community has been and still is intimately involved with it. Very early on, the school decided that the three confessions of unity of the Dutch Reformed churches would not be the basis of membership for the school. In 1967 an advisory committee of representatives of area churches was set up to see how OCS could be promoted in local churches. They met with some success when Charles Lawrence, Henry Henkelman, Bill Irwin, Jim Clemens and Lyle McBurney from Baptist, Lutheran and United churches were appointed to committees or served on the board. It has taken a long time for the work of these pioneers to bear fruit. Now some 60-70% of our families are not from Dutch Reformed churches.

The invitation to the grand opening of OCS still captures the twin heritages of the school very well. It resonates with the centuries of Reformed theology and social theory while at the same time offers an invitation to broaden the community and invites insights from like-minded people: “The Ottawa Christian School exists only to exalt God in the vital field of education. To this task we summon Christians of good will everywhere, believing that the Bible contains principles very relevant to education which if lost or ignored strike at the very root of evangelical witness within the Church and in every sphere of human transaction”.

Important Dates

1958 - The Christian School Association was formed under the leadership of Dr. Paul Schrottenboer, Minister at Calvin Christian Reformed Church

1966 - School began with grades one through four in the basement of Calvin CRC. Land was purchased at Woodroffe and the Queensway for the sum of \$25,000.

1967 - The school moved to the education wing of Westboro Baptist Church.

1969 - Membership approved the construction of a two-storey building for \$100,000 in the spring. The school moved into these facilities in December of that year.

1985 - An addition that included a library, gym, remedial rooms and kitchen was constructed.

2003 - Land purchased in Barrhaven to build a new school.

2009 - Construction began on the new school.

2010 - Classes began at 255 Tartan Drive.

General Principles of Christian Education:

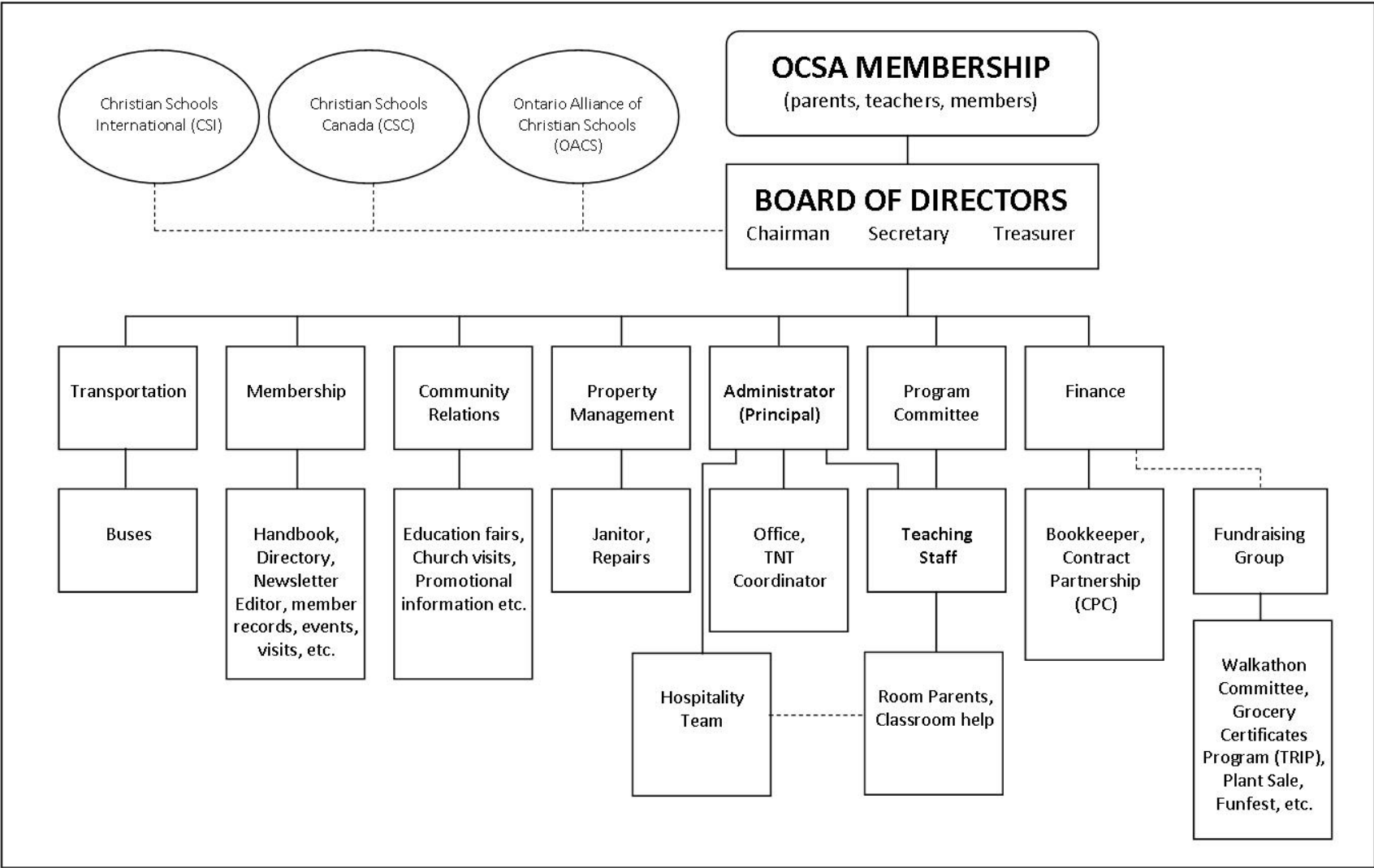
The ideals upon which the school was founded remain valid today. These are as follows:

- The Bible is the heart of a Christian school; it shows who humans are, how they rebelled, and how God died for them and established his rule over all creation.
- The earth is the Lord's and everything in it; nothing is neutral. Every human act is an obedient or disobedient response to God.
- Christians' purpose on earth is to wholeheartedly serve God and our neighbor, to be Disciples of Christ and to gain spiritual insight for loving service.
- The Christian school curriculum emphasizes the divinely-ordained inter-relatedness of all things. God has put everything in its proper place for its time; in Christ, "all things hold together" (Col. 1:17).
- Children are not separated parts (spiritual, physical, etc.); they are whole persons, made to reflect God, sinful, gifted and called to obedience to the Lord's will.
- Through the modeling of wise Christians, Christian schools teach children to transform themselves and their culture.
- Christian schools are indispensable partners with Christian homes and churches to enhance the Christian community as a bright light in a dark world.
- Christian schools emphasize the kingdom of God, that it is here, but not yet, and that being a citizen of that kingdom is both a joy and a responsibility.
- In Christian schools, children are taught to explore "every square inch of God's creation", to recognize the brokenness of sin and pledge to bring God's healing to the fallen world.
- Christian schools teach children to discern: "Test everything. Hold on to the good; avoid every kind of evil" (I Thess. 5:21)
- The purpose of Christian schools is to educate every child to see all things through the "spectacles of Scripture".

The above principles still justify our existence and why we, the membership of OCS, continue to sacrifice and work to maintain our school, independent of Government control and funding.

Parents choose OCS for their children's education for a variety of reasons, some idealistic and others more practical. Even though every family has its own unique set of priorities and circumstances that led to the enrollment of their children in the school, as Christians we are called to work together for the good of the school and Christian community. In this way we will build the Kingdom and our Lord will receive the glory.

Ottawa Christian School Association: Organizational Structure



Affiliations

Christian Schools International (CSI)

CSI is a service organization supporting over 400 Christian schools throughout North America. At OCS, we use some CSI-developed curriculum as well as participate in their employee pension plan.

Christian Schools Canada (CSC)

CSC is a relatively new organization. Its mandate is “to develop and promote a Canadian identity for Christian school education based on a biblical worldview.”

Ontario Alliance of Christian Schools (OACS)

OACS is an alliance of some 80 Christian elementary and secondary schools representing approximately 13,000 students. The Alliance develops Christ-centred curriculum and provides advice and services for administrators, boards, committees and teachers.

Board of Directors

The Association meets semi-annually, and elects directors to set policies and manage the affairs of the Association. The Board is assisted in this task by advisory committees, to whom are delegated some of the operational responsibilities.

OCS Committees

Program

The Program Committee oversees all aspects of education at OCS. It advises the Board with respect to the professional quality and religious direction of the school’s programs. It is responsible for the reviewing and selection of curriculum, teaching methods and resource materials as well as any other issues that affect the learning atmosphere in the school.

The Committee consists of the principal and at least three other members of the association, including teachers and parents.

Membership

The Membership Committee caters to the needs of the membership of the association. It is responsible for the production and distribution of the various publications of the association such as the Handbook, the Directory and the newsletter known as *The Journey* as well as other letters. It is also involved in processing new applications for membership in the association by visiting prospective families and then presenting them to the Board for approval. It collects the annual fees and maintains the membership records of non-parent members. From time to time it sponsors community events.

Finance

The Finance Committee is responsible for:

- creating the budget for Board and membership approval;
- paying bills related to the operation of the school;
- collecting of parental tuition and other income and issuing receipts;
- presenting annual financial statements to the Board/membership via the Journey and regular membership meetings;
- maintaining a set of accounting books to monitor the current financial situation for the membership and Revenue Canada;

Fundraising Group

The Fundraising Working Group (formerly the Development Committee) works under the purview of the Finance Committee with the purpose of advising the Committee on strategically raising funds for the support of Ottawa Christian School. The FWG helps establish and coordinate approved fundraising activities such as the annual Walkathon, TRIP (Tuition Reduction Incentive Program), the new OCS Endowment Fund, the Tuition Bursary Fund and various activities such as Auctions and Golf Tournaments.

Contract Partnership Committee

The CPC works with the Board and staff to jointly develop teacher contracts and define the terms and conditions of employment at OCS, based on guidelines from the OACS.

Community Relations Committee

The Promotion Committee is responsible for promoting the school to the community at large. This is done through presentations in area churches and education fairs and developing a variety of promotional materials.

Property Management

The Property Management Committee is responsible for the maintenance and upkeep of the school building, grounds and mechanical equipment. It negotiates the janitor's contract and organizes volunteer workdays.

Transportation

In 2004 a transportation committee was established to enable the transportation of as many students as was viable using busses. Presently buses bring OCS students from the west end core as well as from the Stittsville and Kanata regions.

Other groups which exist independently of the Board of Directors but are vitally important to the functioning of OCS are:

Hospitality Team

The purpose of the Hospitality Team is to establish a closer relationship between the parents and the staff and to provide hospitality at various events throughout the year. It sponsors the room parent program to assist teachers in the planning of class trips and other activities.

Parents in Prayer

On the first day of every week a number of parents join together to pray for the students, staff, parents and volunteers at OCS. Specific school-related prayer requests can be given to the members of this group or they can be dropped off in the staff room.

Volunteering at OCS

OCS is a membership-operated school. Other than the teaching staff, principal, office administrator, advancement coordinator, book keeper and janitor, most things are done by volunteers, mostly parents. That is one way we try to keep tuition rates affordable. There is quite a list and a broad range of needs - something for everyone! There are all sorts of positions, long or short term, in and out of the classroom, during and after school hours, to suit all kinds of talents and any willing volunteer.

These positions are in addition to your parental involvement (as OCS members) in fundraisers, membership events, special school activities, class trips and your children's own education. Please consider how **you** can best serve the school and be willing to put your hand to one of the tasks when asked. In most cases, no special skill or prior experience is needed, just a willing heart and some time. And you will work with experienced people who will help you get started. The only formal requirement may be that you will need to get a criminal reference check if you are in regular contact with students. Being a volunteer at OCS is a great way to learn about and support your school and the OCS Association.

Education at OCS

Goals

The primary goal of the Christian Day School consists of helping each student grow into an independent person so that each can serve God and is able and willing to employ all talents to the honor of God and the well being of fellow creatures in every area of life according to His Word.

This general goal is specified into several main goals, which will guide each student to:

- develop a deeper commitment to love God,
- mature as a Christian person in relation to self, others, and the environment,
- discover and develop particular gifts and talents,
- develop abilities of perception and discernment to make wise moral and ethical judgments,
- follow the norms for good health and fitness,
- acquire the sensitivity and skill necessary for effective communication,
- develop oneself as a learner able to adapt knowledge, skills and attitudes to the ordinary tasks of life,
- develop the knowledge and the understanding necessary to fulfill one's calling in modern society,
- acquire those skills and attitudes necessary for the world of work and/or school,
- appreciate the customs, habits and beliefs of other faith communities, ethnic groups and cultures.

Curriculum Overview

Christian Perspective

The educational program at OCS is *centered* on God, the Creator and Redeemer, who meaningfully structured the world and therefore all that He has made is worthy of study. In our studies the students explore and discover the wonderful works of God and respond in awe and loving service to Him. Content is to present the Truth and to develop knowledge, skills and attitudes that will be necessary for Christian service.

Every four years each program is reviewed by the staff. New programs are examined and reviewed by the Program Committee. The curriculum is augmented or replaced as necessary for more effective learning. All curriculums meet or exceed the requirements of the Ontario Ministry of Education.

Bible

The Bible is the standard used for all activities in the school and is the focal point for devotional life at OCS. Bible is also taught as an academic subject and students have at least four 40-minute periods per week in which its content and message are studied. The Story of God and His People published by CSI (Christian Schools International) is the

program followed at the school. In a non-sectarian way students learn of God's good creation and his great redemptive acts centered in Christ. At the same time students are challenged to make Christian choices in response to their learning and grow in their love and understanding for our Triune God.

Mathematics

OCS begins with the acknowledgment that creation is ordered and structured by the Creator. Students, as they discover the patterns and order in mathematics, will be guided to understand and acknowledge His Hand in creation. Proficiency in mathematical skills and an understanding of number theory are primary and vital goals for OCS.

The school uses the Scope and Sequence from the OACS (Ontario Alliance of Christian Schools) and various textbooks at appropriate grade levels. These texts are supplemented with many other resources.

Language Arts

The ability to communicate is a gift from God. We communicate through such skills such as speaking, listening, reading and writing. At OCS these skills are developed and refined.

The school uses a balanced literature-based program, which is supplemented by different reading series including *Journeys* by Nelson, *A World of Literature* and *Decisions and Choices* by CSI and OACS respectively. A number of novel studies are done yearly, many units written by OACS (Ontario Alliance of Christian Schools) writing teams published by OACS.

Reading, phonics, grammar, penmanship, spelling and writing for different purposes enhance the learning of sound communication.

The study of the French language is important at OCS. An awareness and sensitivity to other cultures are important to the growth of an individual and a society. We live in a bilingual city and the ability to communicate, orally and in written form is a necessity. All Canadians share the responsibilities of caring and understanding each other. In the Christian school, the teaching and learning of French also affirms the beauty of languages created by God. At OCS French is taught as a subject (Core French) from Junior Kindergarten through Grade 5. In Grade 6 the students enter the Intensive French program during which they spend approximately half or more of the day for half the year in French language instruction. In grades 7 and 8 the students are back in a core French program, but the expectations are higher and the pedagogical techniques of the Intensive French program are continued.

Social Studies, History, Geography and Science

It is in these subject areas where the relationship of man and God, man to his neighbour and man to his world, is especially developed and so plainly portrayed. Students study man's response to God's teachings in these relationships. Students are taught to see that God upholds the laws of Nature and that the responsibilities of humanity are important educational goals. Many of the units used come from OACS. *Focus on Science* and CSI Science are texts also used.

The Arts

We recognize that the arts are an important area of a student's life and potential that needs to be developed. God created us as complex beings with an aesthetic dimension and students are encouraged to develop their talents and become aware of the talents of others. The teaching of the visual arts, drama and music is considered important in the Christian school curriculum. The music program encourages performance by offering band for 7 and 8, choir from grades 1-8 and a musical play every second year.

Physical Education

We confess that our bodies are temples of the Holy Spirit. As such we are stewards of our bodies. The physical education program at OCS is important to develop proper coordination and conditioning to set students on a path of joy in play and physical fitness. Various games are taught and played so that students have opportunities to demonstrate sportsmanship in group situations.

Resource Program

We are thankful that at OCS we are able to offer a remedial program to our students. The school has put into place a procedure for entrance into this program, which involves prior agreement of the teacher, parents and principal. The classroom teacher and the resource teacher set goals for that student and a program is put in place to pursue those goals.

Standardized Testing

Students are evaluated in grades 3 to 8 every second year with the Canadian Test of Basic Skills. Results are compared to national scores and to scores from other Alliance Christian schools. In the primary grades yearly reading assessment is also done through the Gates-McGinity tests.

OCS Graduate Profile

Preface

Our students will be growing in submission to Jesus Christ. They will honour and serve God with heart, body and mind using a variety of abilities and gifts he has entrusted to them.

1. Identity in Christ
 - a. Our students will commit to be followers of Jesus Christ.
 - b. In a developmentally appropriate way our students will know their unique gifts, talents and challenges.
 - c. Our students will use those unique gifts and talents to serve God by helping others.
 - d. Our students will treat their and other people's bodies as temples of the Holy Spirit.

2. Knowledge/Skills
 - a. Our students will have the skills and knowledge that will allow them to fulfill God's calling for them in the next level of their education and other future callings.
 - b. Our students will approach issues and questions with biblical discernment.
 - c. Our students will have a sense of wonder for the fallen, but beautiful creation.

3. Communication
 - a. Our students will be effective communicators in writing and speaking. They will be effective readers and listeners. They will use their language skills to build people up in person, print or any other media.
 - b. Our students will communicate in French in response to the Biblical injunctions to love their neighbour and welcome the stranger.
 - c. Our students will see communication as a gift that is to be used to praise God.

4. Community Life
 - a. Our students will participate positively in their local communities.
 - b. Our students will, as citizens of God's kingdom, be bearers of righteousness and justice in their local and national communities and the international community.

Current Policies and Procedures

Staffing

All teachers are required to have teaching certification. Many are also members of the Ontario College of Teachers. All are members of the Ontario Christian School Teacher's Association (OCSTA) and all are required to have or be working towards their Christian School Teacher's Certificate.

Criminal reference checks are required for all staff members who are in contact with students. All volunteers working with students are also required to submit a criminal reference check.

Reporting to Parents

Teachers use a variety of techniques to report student progress and social development. Staff members are encouraged to call frequently and immediately, both to praise and to raise concerns. The agendas and homework books are also used to communicate between home and school.

Report Cards: The year is divided into three reporting periods. The report card evaluates work habits and attitudes. It also indicates achievement levels and rates of progress. Time for parent-teacher conferences is scheduled after the first and second reports.

Parents are free to contact teachers at any time during the school year to discuss their child's progress. Any time the teacher feels the home should be informed of notable achievement or lack thereof, the teacher issues a report. Typically this interim report is made over the phone or by email.

Late in October interviews are held with all parents, giving an oral report regarding student progress. No written reports are distributed for these interviews.

The Home and Its Support

Many skills and attitudes are taught at home before the child reaches school and continue to grow during the educational years at school. The home and school can support each other tremendously. Parents can help when they:

- Encourage a positive attitude towards school.
- Take time for listening and discussion.
- Accept the child for who the child is and avoid comparing him/her to others. Compare achievements of their child with his/her records only.
- Teach obedience early. A child must obey parents and others before self-discipline can ever develop.
- Have consistent and clear expectations for their children.
- Encourage clear and correct speech.
- Realize that sufficient periods of rest and sleep are crucial.
- Establish desirable health habits and sensitivity for good manners.
- Provide quiet time for reading or homework.

Above all else pray for and with your children in matters that concern the school.

Homework

As an element of instruction, it is important to begin to train students how to study at home. At other times homework may be necessary simply to complete an assignment.

Purpose of Homework:

1. To establish the habit of studying independently at home.
2. To reinforce the responsibility of completing the student assignment outside of normal school hours.
3. To involve and acquaint the parents with the student's work.
4. To provide additional time for the student who works more slowly.
5. To further challenge the abilities of the student.

Bear in mind that the elementary years prepare students for high school and ultimately college and university. If homework is properly used, it will begin to prepare students for the self-directed type of study in the years which follow.

Suggested Amounts of Homework:

- Grade 1** At this level there should be no formal homework other than completion of work. Whatever is sent home should be short, well defined, easily understood and executed.
- Grade 2** No more than one assignment per week, 10 - 20 minutes.
- Grade 3** One 20 minute assignment per week at the first of the year which could be increased to two nights per week.
- Grade 4** Two 20 minute assignments per week, increasing to three times per week near the end of the school year.
- Grade 5** Approximately three 30 minute assignments per week which grow to 45 minutes three to four times per week by mid year.
- Grade 6** On average, four-45 minute assignments per week.
- Grade 7** On average, four-45 minute assignments per week, grow to an hour.
- Grade 8** On average, four-90 minute assignments per week.

In the upper elementary grades research projects will take extra time. If these are long range, consultation will need to occur with other subject teachers to ensure that the homework load does not become onerous.

Note the following suggestions:

1. Homework must be directly related to class work.
2. It should not take too much time and effort on the part of parents.
3. The pupil must understand what is required.

4. It should never be merely busy work or punishment.
5. As much as possible, leave the weekend free for family activities. If Friday homework is set in the higher grades it should be such that it can be finished in a short period of time.

Family Holidays During School

We realize that with the busy work schedules families face, there are times when planned trips fall outside normal school scheduled holidays. Although we do not encourage that practice, we do understand why it occurs. Parents, not the staff, are responsible for work missed during the vacation. It is reasonable to request that the teacher will provide a short list in one or two subject areas (usually math and language arts) of what will be taught during the time away. A week's notice should be adequate for the staff member to prepare the list. The staff is not expected to give detailed lesson plans, nor work beyond a general list of pages covered. The staff is not expected to get the student ahead or see that the student catches up when he or she returns.

School Dress

As Christians we must not only show our distinctiveness by our behaviour but also by our dress. There is a very definite relationship between good grooming and good behaviour. A student can affect a classroom by what he or she wears and by general appearance. Upon entering the school all families should feel comfortable by the standard of dress. Students should dress appropriately for school and school functions with emphasis on neatness, cleanliness and modesty.

Disregard for the following guidelines will result in a note or a phone call home and a requirement to change clothing.

1. Clothes should be clean and not deliberately in disrepair. Students should be well-groomed and moderate in use of hairstyles and makeup. Immodest clothing includes skirts or shorts that are too short and too tight (the requirement is mid thigh or longer).
2. Tops which show or reveal undergarments, are immodest in style, or suggest immodesty will not be allowed (tank tops, tube tops, spaghetti strap tops and dresses, muscle shirts for example). All tops and shirts must overlap the waistband of the pants or skirt at all times.
3. Clothes which are based on or advertise lifestyles, values, social movements or teachings that are clearly un-Christian or anti-Christian, or which are insulting or designed to diminish others are contrary to the school's belief and will not be accepted.
4. Body piercing for boys and girls is not acceptable.
5. Hats may not be worn in school with the exception of specific activity days.
6. Students, when entering the school, must change from their "outdoor" shoes to their "indoor" shoes. Shoes must be worn at all times.
7. For choir and band performance, students must wear white tops or shirts and dark pants or skirts.

8. For P.E., students must have non-marking runners and socks, OCS T-shirts and shorts. The gym shorts and shirts may be ordered from the school in September. Gym clothes must be kept in a gym bag (cloth bag with drawstrings).

Code of Conduct

As a Christian school community, we want our behaviour and conduct to be guided by Jesus' command to love God above all and our neighbours as ourselves.

Discipline is a part of the learning process that leads and nurtures a person to accept a way of life in thought and conduct, i.e., to become a disciple. Since discipleship does not exist in a vacuum, students are called to be pupils in schools doing what the school expects them to be doing.

The discipline of children is a means to assist them to develop Christ-honoring self-control, to recognize acceptable behaviour, to grow in respect for God, authority, each other, and the rest of God's creation. In the development of self-discipline, the child becomes aware, takes corrective action, and is reconciled. Through reconciliation, the child experiences forgiveness and learns to forgive.

The Christian approach to disciplining recognizes punishment as a consideration in the process of guiding towards improvement but does not emphasize it. Disciplining involves re-direction—a turning away from inappropriate thoughts and behaviour and a turning towards the appropriate. The focus is on future, acceptable behaviour with self-discipline. Hence teachers aim to leave the child's dignity intact before authority, others, and a loving God.

Exemplary student behaviour is important in assuring the school's supporting community that Christian norms are in fact practised. Student behaviour is a key factor in promoting the reputation of the school to the broader community and the ethos of the school is a critical factor in determining to what extent significant learning takes place.

We care a great deal about education in schools; hence we commit ourselves to making the school a safe, wholesome place where significant learning takes place for all students. This guideline recommends the practical, effective means for creating such an environment. These measures have stood the test of time and are solidly based on Scriptural principles.

Teachers are encouraged to actively promote the following code as an example of clearly acceptable behaviour based on Christian standards.

Student Code of Conduct (revised April 2007)

Teachers are encouraged to actively promote the following code as an example of clearly acceptable behaviour based on Christian standards.

Our Relationship With God

- *0 We will speak of God in respectful ways.
- *1 We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.

Our Relationship With Those In Authority

- *2 We will be respectful in our speech and conduct.
- *3 We will be obedient to those in authority over us.
- *4 We will not condone disrespect displayed by others to those in authority.

Our Relationship To Others

- *5 We will be respectful of others.

- *6 We will respect each other's dignity by addressing each other properly and will not resort to name calling, swearing or directing crude language toward each other.
- *7 We will respect each other's property and encourage everyone to feel included.
- *8 We will respect each other's person and remember "no touching except for helping."
- *9 We will learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

Our Relationship To School Property

- *10 We will respect school property. This includes furniture, books, equipment, yard, and building.
- *11 We will report any damage done and volunteer to pay for damages if we are responsible.
- *12 We will accept responsibility for the cleanliness of the school and grounds.

The school building rules are as follows:

- Students are to remain outside the school building until normal bell time. Students will be expected to enter the building at 8:25 except in times of inclement weather and when given specific permission from the classroom teacher or outdoor supervisor. Supervision begins at 8:10 AM. At the end of the school day supervision begins at 3:10 PM and ends at 3:25 PM when the bell goes. All children are to be picked up or monitored by their parents at that time.
- Grades JK and SK will enter and exit the west side of the school by the junior playground.
- Grades 1-5/4 will enter the school at the junior entrance located near the southwest corner.
- Grades 6-8 will use the senior entrance located at the back southeast corner.
- Students in grades 4-8 are encouraged to use the washroom or the water fountain at recess time, before going outside or coming into the classroom, unless in an emergency.
- Students may enter the supply rooms, kitchen, office areas or staff room only when an adult is present.
- Students may not run in the hallways and must use an "inside voice" during recesses while exiting and entering. During class time, students must be quiet in the halls.
- Jackets, coats and outdoor clothes are to be removed in class and hats and caps must be removed as the students enter the building. All must be neatly placed on the racks provided in the classroom.
- Books, binders, or backpacks must be kept in the desk, cubbyhole, or stored by their coats.
- Desks are to be kept clean inside and out. Stickers and other items shall not be glued or fastened to the desk. Pencil cases and other student possessions must be stored inside the desk.
- Student desks should be cleared of clutter at the end of the day so that chairs can be placed on the top of the desks.
- Once students are on school property, they must remain on school property unless signed out by a supervisor and granted permission early.

The playground rules are as follows:

Students are not to go on the east side of the school.

Students are not allowed to leave the playground. If a sport ball goes beyond the boundary line, only one student shall retrieve it and only if the playground supervisor gives him/her permission.

Ball throwing should only be done on the back gym wall.

Students are not allowed to play or go into any of the flowerbeds.

Students may not take food or drinks outside.

Recreational hardware: cell phones, iPods, MP3 players and video games may need to accompany students for long trips to school, but they must be put away for the entire time students are on school grounds. These devices shall not be taken on school trips. Contravention of this rule will lead to the confiscation of the items. They will be returned to the students at the end of the term.

An adult will retrieve balls and other items from the school roof.

No snowballs or forcing snow on others is allowed at any time.

Hockey players may not raise their sticks above waist height and must wear helmets with face protection.

Skateboards and rollerblades are not permitted on the playgrounds due to the high risk of injury and minimal playground space.

Students riding bicycles must lock them up in the bicycle racks. During the school day bikes may not be used unless the teacher gives permission.

Health Issues

The *Immunization of School Pupils Act*, R.S.O. 1990, C.I.1, Ontario Regulations 645/90, requires all students to be immunized against diphtheria, tetanus, polio, mumps, measles and rubella, unless there is an exemption for medical reasons or a statement of conscience or religious belief.

All new students to the school must complete the Student Immunization Information Form from Ottawa Public Health and provide a copy of the student's immunization record upon registration. If the student is missing an immunization or the information is incomplete, Ottawa Public Health will be in contact with you during the school year.

Immunizations may be done at the school from time to time as the Health Department determines.

Sick children should be kept at home. When children are sick, parents are asked to call in each day to confirm their absence. Students sent to school are expected to participate in outdoor recess unless they have a note from parents requesting they remain indoors due to an illness. At times the local health authorities require the school to track communicable disease outbreaks.

Peanut Policy

Since we have several students with severe allergic reactions to peanut products, the school is to be peanut product free. It is mandatory that everyone avoid sending peanut products to school in deference to this situation.

Computer Use Policy

At OCS we recognize that computers are the result of man's innovative spirit, which is part of God's creation. At OCS we also recognize that this innovation can be misused. It is the intent of this policy to ensure that computers at OCS are used solely for the purpose of learning and communication, in a manner that glorifies God and assists in the achievement of educational goals.

At the beginning of the school year, students from grade 3 – 8 will be made aware of the Computer Policy. Prior to allowing use of OCS computer equipment, the students' knowledge of the Computer Policy and his/her understanding of the responsibility associated with the proper use of such equipment should be confirmed.

The following areas are captured in this policy:

1. Computer equipment: The physical equipment used for computing and communication
2. Collaboration: The process by which a select group of computer users can exchange information. Examples of collaboration are, electronic mail (email), social networking such as Facebook and twitter, chat etc.
3. Internet: Public access to all users connected to the internet network, which connects all computer users around the world to enable the free exchange of information.

1. Computer equipment

Only computer equipment provided by OCS may be used during supervised school times.

Personal computer equipment such as cell phones, smart phones, tablets, MP3 players etc., is not permitted to be used by students at OCS or on field trips. Personal computer equipment should be switched off and stored in the students bag at all times. Students are not allowed to carry personal computer equipment on their person during school time.

OCS Computer equipment requires care and maintenance. Every student is responsible for the proper handling and use of computer equipment. To ensure the proper working and efficient use of computer equipment, students:

Are not permitted to load any software on OCS computers

May not move, change or delete any files that were not created by them

Should quit all programs and log out after use of the computer,

May use printers only with teacher's permission

- print preview should be used to view and format documents prior to printing

- students should avoid printing pages directly off the internet. They should copy the desired content onto a local application such as a word processor for printing.

Are not permitted to do maintenance or repair on computer equipment

- Students are not permitted to change the print cartridge
- Students may adjust control panel settings only with teacher permission.

Student may use computer equipment during class time or when expressly permitted by the teacher

Students may not enter the computer room during recess or other free time without a computer pass provided by a teacher. A teacher must be present in the lab in order for students to make use of a pass.

- A student may be provided a computer pass to complete assigned work
- Computer passes may not be provided for recreational use

2. Collaboration

Collaboration tools allow computer users to share information and interact with one another. There are numerous types of collaboration available to the public today. Some examples of collaboration are: Email, which allows users to send messages to one or more individuals; Facebook, which is used for sharing personal information with a select group or the public; Twitter, which allows for the sharing of instant messages with select group or the public; Google docs, which permits the sharing of documents with a select group or the public; Google calendar, which enables sharing schedules with a select group or the public; and Wikis, which allow members to post and edit content.

Web based collaborative tools provide an effective way to share information between students and between students and teachers, at OCS. If used properly it can efficiently engage the students and enhance their learning. However, if not properly managed and used, such tools could pose significant risks to the OCS community. (For the purpose of this policy, the OCS community includes OCS teachers, students, and parents.)

Guidelines on the use and management of collaboration:

Collaborative environments to which ‘the school’ invites students, must be set-up or overseen by a teacher, and students using the environment should be authorized by a user id and password

- Prior to set-up, parents should be notified and offered information about the collaborative tool
- Parental sign-off is required (see example letter – Attachment 1)for:
 - Uploading of media files by the student (video and pictures)
 - Student’s participation and use of the collaboration tool

- Parents should be provided access to the collaboration environment to be able to view and monitor activity
- The collaboration should be limited to the OCS community

With the exception of their parents, students should not share the user id or passwords with anyone

Students are responsible for the information and media they share:

- Parental permission must be obtained prior to uploading any media files that are personal in nature. Home movies, pictures etc.
- Gossip, inappropriate or demeaning comments about other students or student groups are not consistent with Christian character values and should be avoided

Students are not permitted to use or access their personal email accounts at school, except with teacher permission and supervision for the transfer and receiving of documents between home and school

During school hours student may only access a collaborative tools authorized by an OCS teacher

3. Internet

The Internet is the network that connects all computers around the world, and therefore provides each computer user the ability to access information that other users have posted. The Internet can be a powerful educational tool as the information shared on the Internet captures the collective knowledge of all users connected to the Internet.

On the other hand, the Internet is unregulated. While being a ready source for knowledge and truth, it also embodies the depravity of sinful man separated from God. The Internet does not differentiate between truth and lies, between what is appropriate or inappropriate, between right or wrong, or between good and evil.

At OCS, we believe that students should have access to the Internet to enhance their learning in various subjects. In order to assist students in this endeavour, while recognizing the vulnerabilities of the developing minds of students, OCS has implemented and will continue to investigate and implement controls in its network that identify and filter unsuitable content. All internet sites visited from the OCS network are logged and inappropriate content is filtered as much as possible. Filtering capabilities are reviewed by the OCS Computer Committee and hardware or software updates may be implemented from time to time to ensure the ongoing reliability and quality of content filtering.

In addition, the following guidelines apply when using the OCS computers to access the Internet:

Students must obtain permission from a teacher to access the Internet

- Teachers may only grant permission for students to access the Internet for educational / research purposes
- When students are on the Internet, teacher(s) must be present in the room and actively overseeing student activity

With rare exceptions and barring teacher permission, students may not provide personal information over the internet.

If inappropriate material appears, students should escape from the site by hitting the back button twice

- Inform the teacher of the actions that led to the inappropriate material appearing so that it can be prevented in the future, if possible.

Any material that is obtained from the Internet and used in the students notes or presentations must be properly acknowledged

Students are not permitted to download any material or software from the Internet to save or install on an OCS computer

Sports Policy

Background: The sports program at OCS has three components. First, there are mandatory Phys. Ed. classes where everyone is expected to follow the lead of the teacher in participation in physical training and skill development in games. An outgrowth of the Phys. Ed. program is the OCS track and field day where everyone is expected to participate in the events as they are able. Second, there are optional sports activities that are not restricted, e.g. the running club, intramurals, 5/6 soccer and other junior teams. In these areas, anyone who is willing and able can participate. There are no cuts. While there is an element of competitiveness at this level, inclusion based on voluntary commitment is the more important emphasis. The third component might be termed “competitive.” At this level students can volunteer to join a team, but they know they may not “make” the team. In fact, the coach may pick the team from the volunteers. Cuts may happen, implying that not everyone gets to play at this level. (At a small school like OCS the coach may not have the opportunity to pick the team as there may not be that many students opting to join the team.) At this level the emphasis shifts more to the competitive side. While one aim at this level is to win (that’s an aim in intramural floor hockey as well), other goals include developing skills and self-confidence, fostering discipline and mutual respect, encouraging team spirit and having fun. At this level, the coach is pulling together a team that can compete best at the tournament. At this level, the coach may be working with a group that may have a first string and a second string. Often the second string is composed of players who will not play as much at the tournament as compared to the first string. They are often the younger players who can end up being first string players the next year.

Rationale for Competitive Sports: At the elementary school level it is especially important that we have many sporting opportunities beyond competitive teams. Children need to have the opportunity to play and have fun and low level competition can facilitate that. Further, these opportunities of play in a relatively non-threatening setting can allow the students to discover athletic gifts that they did not know they had. Nevertheless, the reality is that some students are better athletes than others. These students will not be able to develop those talents and excel in their abilities unless they are competing with or against players of similar abilities. It is for this reason that competitive sports are divided into different leagues. Coaches know that it is usually not beneficial for their teams to compete against other teams that are considerably weaker or stronger. When playing against significantly weaker teams a relatively strong team can regress to sloppy habits and pick up negative attitudes. The team's collective and individual abilities can be squandered. Playing too often against far superior teams can lead to discouragement. Competing against teams that are out of one's "league" is, in most cases, not beneficial as it does not provide opportunities to develop the gifts of the individuals and the team. Likewise, and this is entirely a judgment call on the part of a coach, putting a second string player in a high stress game where everything seems to be dependent on his or her play is not necessarily very loving. It can create an overly stressful situation that can lead to unnecessary self-reproach. In competitive play the aim is to achieve the best of the players. To do that strength needs to play against strength as much as possible. When to play second string players in certain game situations is a judgment call that coaches have to make based on what they have seen of their team's play in the past and there are no hard and fast rules about these calls. In competition there may be many opportunities to play second string players. Second string players need to be played when the competition is not as stiff. This is good for everyone. It is good for the first string players as it may teach them patience and that it is not all about them. It is good for the second string players as it gives them appropriate competition and stress that they can learn from. Skill is not the only determining factor in whether a first string player should stay on the playing field. A good attitude that is shaped by appropriate humility is critically important for godly play. The OCS sports program aims for excellent development of God-given gifts and character development that honours God.

Direction to Coaches and Supervising Teachers

- The coaches and supervising teachers must read and accept the philosophy and directions in this document.
- Coaches may make cuts to the 7/8 teams.
- Prior to the start of the season supervising teachers of 7/8 teams must make clear to players and parents that cuts may be made and that there may be first and second string players.
- Since the aim is developing gifts and talents, coaches must give roughly equal practice time to first and second string players.
- Supervising teachers must ensure that coaches have a criminal reference check. (See OCS Policy 1.3.)

I have read, accept and will abide with the above policy and stipulations:

Signature of teacher supervisor (if she/he is not the coach)

_____ Date: _____

Signature of Coach (if she/he is not the teacher)

_____ Date: _____

The Tuition Structure at OCS

Principles (Taken from the *Report on Tuition Structure at OCS*, March 1997)

The following principles were adopted by the Membership as the basis for our tuition structure at OCS. They were designed as a unit, so that **no one principle stands alone; no one principle is absolute.**

Principle of Biblical Consistency: The tuition structure for OCS should reflect the biblical teachings that form the core philosophy of the school, just as much as the curriculum and pedagogy do. These include:

- all resources, including our finances, belong to God: we exercise stewardship of them for the good of creation and the people who live in it, in praise of our Maker.
- the importance of building a Christian community and accepting our responsibility to share one another's gifts, joys and burdens in community.
- the gospel and its implications for Christian living should be shared with others, including the advancement and promotion of Christian education.

Principle of Accessibility: Ideally, no child should be denied Christian education solely because of limited family resources. This goal may not be attainable each year, but the Association will monitor progress toward this goal each year.

Christian education, similar to public education, is a benefit to the entire community as well as the individual child. Similar to general public support for the public education system, the Christian community as a whole should share in the cost of providing Christian education in Ottawa.

Principle of Affordability: Christian education at OCS should be affordable for the majority (or a broad range) of income groups in the Ottawa region.

Principle of Equity: Costs of Christian education at OCS will be shared by the membership in a framework that takes into account the greater ability of some households to pay more in absolute dollars than other households.

Principle of Sustainability: The total costs and the per-household costs will be managed to ensure the long-term viability of Christian education in the Ottawa region, beyond one generation or the needs of our own children.

Principle of Diversity: The tuition structure should help to ensure a healthy mix of social-demographic and income groups within the school population. To the extent that a school becomes elitist, it reflects less of a Christian vision for Christian education. Learning to serve, one of the goals for Christian curriculum requires exposure to a variety of people with different needs, not isolation.

Principle of Simplicity: The tuition structure should be clear, understandable for all members of the association and capable of administration without complex forms and accounting procedures.

Principle of Trust and Mutual Accountability: Individual families and the association will build trust for each other and hold each other accountable to commitments made, in the spirit of Christian community, to maintain balanced budgets and healthy fiscal management.

The Sliding Scale

The tuition structure at OCS, though different from most independent schools, best addresses the above principles. The cost of providing Christ-centered education is funded by both parents of children enrolled in the school as well as the non-parent supporting community. Enrolment at OCS is not based on a fee-for-services-rendered basis because the value of Christian education is immeasurable in financial terms, and the viability of the school depends on much more than the financial contributions of parents – for example, the efforts of unpaid volunteers, and significant assets such as the land and building provided by previous supporters. Nevertheless, to ensure adequate financial resources for the operation of the school and equitable sharing of that obligation, the finance committee sets out clear policies to determine the financial contribution expected from each family whose children are enrolled at OCS.

For families with children in Kindergarten only a flat fee is charged. For families with children in grades 1-8 the expected pledge is proportional to the family's gross income between minimum and maximum levels. *A per child fee is also assessed on a second child and subsequent children enrolled.* Families who also have children enrolled at Redeemer Christian High School are entitled to a 25% discount in assessed tuition up to the minimum.

Families with unusual circumstances that would affect their ability to pay the calculated amount may apply for tuition assistance. Such assistance is given entirely at the discretion of the Tuition Assistance Committee, based on the need of all applicants and the availability of donated tuition assistance funds.

The Ottawa Christian School Association is recognized by the Canada Revenue Agency as a registered charity. As such it is permitted to issue charitable donation receipts for financial gifts to the Association. A "cost-per-student" is calculated each year and multiplied the number of children a family has enrolled in the school and a charitable receipt is issued for the amount given above that. Please note that once receipted, pledges

cannot be refunded. This includes advance tuition paid by a family that withdraws from the school.

As mentioned before, the revenue derived from tuition does not cover the total cost of providing a Christian, high quality education. Membership fees and donations, church offerings, the annual walkathon and other events all help reduce the cost borne by parents. All families are encouraged to participate in fundraising projects and the volunteer effort that is required to operate the school. Everyone is encouraged to promote the school at every opportunity. All parents are encouraged to remain members after their children have graduated, so that others may benefit in the same way.

Conflict Resolution Policy

(Adapted from the *Dispute Resolution Guideline* of the Ontario Alliance of Christian Schools and the *Dispute Reconciliation Policy* of Fruitland Christian School)

Our common vision of Christian education may not always express fully the views of everyone within the membership. Differences of opinion and outlook will always exist. Our challenge as a Christian school association is to continue to grow and develop with this diversity of opinion within the school. Disagreements should be dealt with in a Christian manner of love, acceptance and “seeking the others welfare”.

General Guidelines

The following principles should be used in dealing with one another in all cases of conflict:

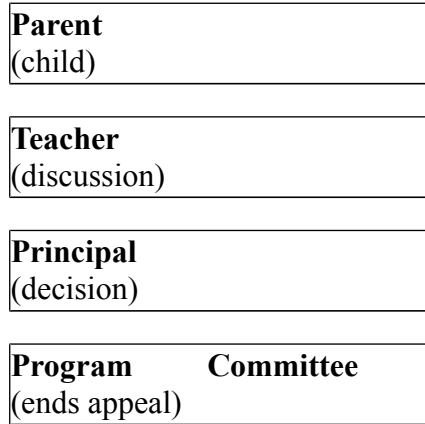
1. ***Get all the facts.*** Listen to both sides of a story. Misunderstandings, biases and shortsightedness exist even among Christians. Avoid jumping to conclusions or taking impetuous actions.
2. ***Speak directly to the person involved.*** Matthew 18:15 tells us to first approach the brother or sister with whom we have a complaint. This should be done discreetly.
3. ***Avoid speaking to inappropriate people.*** Other parents, friends and relatives are not the people to speak to first. Speaking ill of someone without their knowledge is not biblical.
4. ***Use the democratic process to express your point of view.*** Every member has the right to speak and to vote. Bring your concerns to the appropriate persons in the appropriate order.
5. ***Accept the democratic process to have your difficulties resolved.*** Submit in Christian love to the authorities the Lord has placed in His school. You may not fully agree with the resolution of a matter but unless it is in violation of the law or of one’s conscience before God, consider the matter dealt with. The points of view of others must also be taken into consideration.

Dispute Categories

There are three major areas of dispute in which parents/guardians may be involved:

A) The first involves disagreement between parents and teachers about the education of specific children. The process to be followed in this type of dispute is straightforward. First, a meeting with the teacher(s) should take place. If no resolution is reached, a meeting with the principal should be set up. If still no resolution is reached, the matter can be brought to the attention of the Program committee.

The following diagram illustrates this process:



B) The second area of dispute involves complaints about board policy or school operations. These should be referred to the Principal who will assess the complaint and introduce the person to the appropriate procedure for dealing with the complaint. The organizational chart found on page 5 of this handbook may be helpful.

C) Rumors are persistent negative talk about the school, the association, or its reputation which have **not** been officially reported to the board or principal. The hearer of a rumor has a duty to report the information to the proper authorities. He/she will want to verify the information/accusation with the “source” before doing so.

“Do not go about spreading slander among your people. Do not do anything that endangers your neighbour’s life. I am the Lord.” Leviticus 19:16

“Keep your tongue from evil and your lips from speaking lies.” Psalms 34:13

Appendix

A

OCSA Bylaw No. 1

**A BYLAW RELATING GENERALLY TO THE FOUNDATIONAL PRINCIPLES OF THE OTTAWA CHRISTIAN SCHOOL ASSOCIATION (HEREINAFTER CALLED THE "ASSOCIATION")
(BYLAW NO. 1 REPLACES THE CURRENT CONSTITUTION)**

Constitution of the Association

Preamble

Convinced that the public educational system, because of its alleged neutral character, fosters a secular way of life among its students; and convinced that there is a divinely enjoined responsibility upon believing parents to provide for their children a Bible-centered Christian education; and convinced that this can be accomplished best by concerted action, we as believing parents do make and adopt the following articles of association, to wit:

Article I **NAME**

This organization shall be known as the Ottawa Christian School Association, hereafter called: the Association.

Article II **PURPOSE**

The purpose of the Association is the establishment, operation and maintenance of a Bible-centered Christian elementary program of education, in which instruction shall be provided in accordance with article IV, RELIGIOUS PRINCIPLES, and in which the curriculum and academic standard shall be equivalent to that set forth by the Department of Education of the Province of Ontario.

Article III **BASIS**

The basis of the Association is the Word of God, the Bible, which we hold to be in its entirety the infallible revelation of God. We hold the following truths to be fundamental and self-evident teachings from the Word of God:

1. God is one, yet three persons, co-equal; the Father-the Son-the Holy Spirit.
2. He is the Creator of heaven and earth, having created life and substance by a direct creation act, and furthermore, upholding and directing all things according to His will and by His power.
3. He reveals Himself, as well as His will for man through His written Word, the Bible, and, especially in these last days, He has spoken unto us through Christ, the Word become flesh.
4. Christ is both truly God and truly man; born of the Virgin Mary.
5. His death on the cross was a substitutionary atonement for the sins of all who believe in Him as their Savior.
6. He arose from the grave, a physical personal resurrection.

7. He shall come again, a personal return, upon the clouds of Heaven, to judge the living and the dead, and to bring about a new heaven and a new earth.
8. All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit.
9. Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ.
10. The believer, saved by grace, as a new creature in Christ will, through the gifts of the Holy Spirit, manifest a joyful, thankful, living witness to the saving power of Christ.

Article IV RELIGIOUS PRINCIPLES

Believing that the Lord God, in His Word, the Bible, has revealed to His people ordering principles intensely relevant to education, we confess in addition to the basic articles of our faith —Article III, BASIS- the following scriptural principles as guidelines for instruction:

1. **Christ.** Christ is God’s provision (Genesis 3:15) to remove His curse and wrath so that through Him, man and creation would be redeemed and reconciled to God (John 3:16). All those who by a true faith accept Christ as God’s provision are no more under condemnation, but are reconciled with God (Romans 8:1-2). There is no other way of reconciliation with God than through Christ (Acts 4:12).
2. **Man.** Man was created by God in His own image (Genesis 1:26-27) to enjoy fellowship with his Creator. Furthermore, man endowed with special gifts far above any other living creature received the mandate to have dominion over all things in accordance with God’s will to do His honour and glory (I Corinthians 10:31).
3. **Sin.** Through the instigation of the Devil, man yielded to temptation and willfully disobeyed God. This brought the curse and wrath of God against sin upon man and the universe. As a result became into bondage to decay, “...groaning in travail together...” (Romans 8:18-25) and man died a spiritual death, unable to do any good before God, (Romans 7: 13-25, Ephesians 2:1-6) as well as a physical and eternal death because of his willful disobedience (Genesis 2:17).
4. **Creation.** The universe and all things created by God in the beginning, were made good and perfect, as we read in Genesis 1:31 “And God saw everything that He had made, and behold it was very good.”
5. **The Believer.** A person is a believer when by a true faith he trusts in Christ alone for his salvation (Acts 16:31); is born again through the power of the Holy Spirit (John 3:3); and through being in Christ bears the fruits of the Spirit (John 15:1-17).
 - a. **The Parent.** Believing parents have the God-given responsibility to teach their children the will and fear of God (Deuteronomy 6:4-9), and to nurture the faith that God in His own way and time will graciously instill within their heart (Acts 2:39, II Timothy I: 5).
 - b. **The Child.** Children of the Christian home are a heritage of the Lord (Psalm 127:3), and should be brought up in the fear and admonition of the Lord (Proverbs 22:6).

- c. **The Teacher.** In addition to possessing the highest academic standards possible the teacher, as a believer, must reflect at all times by word and example the love of Christ and the honour of God.
6. **The Kingdom of God.** Through His perfect sacrifice and obedience to God’s will, Christ received dominion over all things (Psalm72:8). It is the proper and urgent mandate to all believers to “Go therefore and make disciples of all nations...” (Matthew 28:18-19), and furthermore, as members of the Kingdom of Heaven to defend and further this recognition of Christ’s Lordship in all areas of life.
7. **The Christian School.** Since the school is an extension of the home and therefore of parental responsibility, believing parents cannot accept anything less than a Christian School, where their children, as God’s precious heritage, are educated in an atmosphere of love for and obedience to God’s will and in accordance with the truths of His Word. The teaching in the Christian School must at all times be characterized by a positive faith in and subjection to God’s Word, a genuine love for God and all men, a sincere appreciation of the believer’s mandate, and an appropriate refutation of all modern skepticism and unbelief against the truths of God’s Word.

Article V PRINCIPLE OF GOVERNMENT

The membership of the Association through its lawfully elected board shall at all times be the sole legislative, judiciary and governing agency in all matters pertaining to the Association in accordance with the bylaws of the Association and in harmony with the Ontario provincial legislation.

Article VI AMENDING THE CONSTITUTION

Articles I through VI inclusive, compose as a whole the constitution of the Association, and said constitution can be enlarged or amended only by a clear 2/3 majority vote of the entire membership of the Association, eligible to vote on constitutional matters.

Enacted the day of , 20

WITNESS the corporate seal of the Association

President

Secretary

Appendix

B

OCSA Bylaws No. 2

A BYLAW RELATING GENERALLY TO THE TRANSACTION OF THE BUSINESS AND AFFAIRS OF THE OTTAWA CHRISTIAN SCHOOL ASSOCIATION (HEREINAFTER CALLED THE "ASSOCIATION")

1.0 Administrative Matters

- 1.1 Save and except By-law No. 1, all existing bylaws of the Association are repealed and replaced by the within By-law No. 2.
- 1.2 The head office of the Association shall be located in the City of Ottawa, in the Province of Ontario, at such location as the Board of Directors (hereinafter defined) may from time to time by resolution determine.
- 1.3 In reference to all meetings of the Association, notice of meeting and agenda materials shall be provided by electronic mail. If this is unavailable then alternate delivery means may include regular prepaid mail, delivery via children attending the school, by telephone, voice messaging, or facsimile.

2.0 Membership of the Association

2.1 Initiation of Membership

- 2.1.1 Individuals applying for membership should be 18 years of age or older. Application for membership by persons who comply with requirements set forth in this Bylaw, shall be approved at the discretion of the Board of Directors (hereinafter "the Board").
- 2.1.2 Requirements for membership include attendance at one membership meeting and payment of annual membership dues.
- 2.1.3 Applicants shall indicate in writing their agreement with the bylaws and purpose of the Association.
- 2.1.4 Application for membership in the Association shall be made to the Membership Committee (as hereinafter defined) and approved by the Board. The Membership Committee will notify the applicant when an applicant is eligible for full membership.
- 2.1.5 Membership includes the privilege of voting at meetings of the Association and eligibility to serve on the Board.
- 2.1.6 The annual membership fee shall be set by resolution adopted at a Membership meeting, upon recommendation of the Board. To remain in good standing, a member must pay the annual membership fee. The membership year shall run from September to August.

2.2 Termination of Membership

- 2.2.1 Any member may resign from membership in the Association at any time by filing a written resignation with the Board.
- 2.2.2 The Board may terminate the membership of any member by providing such member with a letter detailing the reason for such termination. If the member does not respond with a letter disputing this termination within 60 days of their receipt of the letter of termination, then their membership shall be terminated. Disputes are to be resolved in accordance with section 2.5.
- 2.2.3 Any member who has membership fees which remain unpaid more than one year after such fees were due shall automatically be subject to termination of membership by the Board as detailed in Section 2.2.2 hereof. If that member pays their membership dues in full within 60 days of being notified by the Board, then their membership shall automatically be reinstated within 30 days of the payment being received.

2.3 Meetings of the Membership of the Association

- 2.3.1 There shall be a minimum of two regular meetings of the members of the Association in each year. One shall normally be held in the spring and one in the fall. The Board shall fix the dates and times of these meetings and shall inform all members at least 30 business days prior to the date on which such meeting is to be held and the agenda shall be provided to all members at least 10 business days prior to the date of the meeting.
- 2.3.2 Additional meetings of the members of the Association may be called by the Board or by a special resolution by at least 10% of the members of the Association and delivered to the Secretary of the Board. The Board shall fix the dates and times of these meetings and shall inform all members at least 30 business days prior to the date on which such meeting is to be held and the agenda shall be provided to all members at least 10 business days prior to the date of the meeting.
- 2.3.3 The Chair of the Board shall set the agenda for meetings. Any member shall be entitled to submit any item to be added to the agenda by providing the information relevant to the item, a suggested motion if the item requires a decision, and the signatures of at least 10% of the members of the Association indicating their support for adding the item to the agenda. Any such items provided to the Secretary of the Board more than 30 business days prior to the date of the Membership meeting shall be added to the agenda.
- 2.3.4 A meeting of the members of the Association shall only continue when a quorum of 10% of the members of the Association are physically present in the room where the meeting takes place. If at any time during the meeting, a member believes that quorum is not satisfied, such member may rise on a point of order, and the meeting will be delayed until a count of the members present has occurred

and a quorum of the members is present. No motions may be voted on at a meeting unless quorum is met.

2.3.5 Voting

Each member in good standing shall be entitled to one vote on each question arising at any general meeting of the members.

2.3.5.1 Proxies

Every member entitled to vote at a meeting of members of the Association may, by means of a proxy, appoint a proxy holder as the member's nominee to attend and act at the meeting to the extent and with the authority conferred by the proxy. Proxy holders must be members of the Association. The Association shall send or otherwise make available, a form of proxy to each member upon request. All proxy ballots shall be signed, sealed in an envelope and received by the Board prior to the start of the meeting.

2.3.5.2 Absentee ballots

Absentee ballots shall be permitted for all items on the agenda which require a motion to be voted upon. Absentee ballots are valid only for the resolution(s) stated on it. All absentee ballots shall be signed, sealed in an envelope and received by the Board prior to the start of the meeting. Absentee ballots shall not be included in determining quorum for a meeting. If a motion for which absentee ballots have been cast is to be amended at a meeting, then all absentee ballots shall be considered to have voted against the amendment, regardless of their position on the original ballot. If the amendment passes then all absentee ballots shall be discarded.

2.3.5.3 Voting protocol

Voting on questions before the Association shall ordinarily be by a show of hands or voice vote unless the members request otherwise in advance of the vote. The Chair of the Board shall rule the outcome of a vote. If the ruling is challenged, the Vice-Chair or another director shall count hands. In the event of an equality of votes, the Chair of the Board shall have the deciding vote. Election of the Board of Directors for the Association shall ordinarily be by secret ballot as detailed in Section 3.6.5.

2.3.6 All motions shall be decided either by a simple majority of those members who cast ballots (absentee or in person) on a particular motion. The following motions shall always require a majority of 75% of those members who cast ballots to pass:

2.3.6.1 Amendment of Bylaw No. 2 of the Association

2.3.6.2 Dissolution of the Association

2.4 Borrowing by the Association

The Association may from time to time:

Borrow money on the credit of the Association; or
Issue, sell or pledge securities of the Association; or
Charge, mortgage/hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.

From time to time, the Association may authorize any Director or employee of the Association or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Association as the Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

2.5 Disputes and Appeals

Any member in dispute with a decision of the Board shall be entitled to the following appeal process:

The member in dispute shall write a letter to the Board asking for a review and reconsideration of the matter in dispute. The letter must outline the member's reasons for requesting this review.

The Board shall then respond in writing indicating the Board's decision on the matter in dispute.

If the member is dissatisfied with the Board's response, the member is entitled to make a presentation on the issue to the Board.

The decision of the Board following the member's presentation shall be final.

3.0 Board of Directors of the Association

3.1 Role of the Directors of the Association

The Board of Directors is the governing body responsible for directing and protecting the constitution and policies of the Association. This involves creating and fulfilling the vision and mission statements as well as monitoring the operations of the Association. The Board is accountable to the members of the Association for fulfilling this role.

- 3.1.1 The Board shall normally consist of eight Directors who shall determine the policies of the Association in harmony with these bylaws and in accordance with the decisions of the members of the Association. The Principal of Ottawa Christian School shall be an ex-officio Member of the Board of Directors.
- 3.1.2 The Board shall have the power to legally bind the Association and to enter into all contracts or agreements necessary to carry out the programs and policies of the Association.

3.2 Duties of the Directors of the Association

- 3.2.1 The Board shall ensure that qualified personnel are either employed or appointed to faithfully carry out the programs and policies of the Association.
- 3.2.2 The Board shall have the ability to terminate staff in accordance with the policies of the Association and as appropriate under the circumstances.
- 3.2.3 The Board shall have the ability to approve the members of existing committees and of any additional ad-hoc committees deemed necessary to carry out the programs and policies of the Association.
- 3.2.4 The Board shall ensure that all necessary books and records of the Association are regularly and properly kept.
- 3.2.5 The Board shall appoint at least three signing officers, of which two must affix their signatures to all evidences of indebtedness, sealed instruments or other documents for the transfer of funds or real property.
- 3.2.6 Directors of the Association shall receive no remuneration for their services except that they may be reimbursed for travel and other out of pocket expenses, when incurred in carrying out their duties and when such expenses are previously authorized by the Chair of the Board.

3.3 Standard of Care

- 3.3.1 Every Director of the Association in exercising his/her powers and discharging his/her duties shall act lawfully, honestly and in good faith with a view to the best interests of the Association; and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director of the Association shall comply with the Ontario Not-for-Profit Corporations Act, the bylaws of the Ottawa Christian School Association, board policies and any decisions made at a duly called meeting of the members.
- 3.3.2 Conflict of Interest: Every Director of the Association who has a conflict of interest in any matter shall declare the conflict and shall not be entitled to vote on the matter.
- 3.3.3 Directors of the Association shall be ordinarily resident in Canada

3.4 Executive Committee of the Board of Directors

- 3.4.1 Each year, at its first meeting on or after September 1, the Board shall elect from among the directors, a Chair, Vice-Chair, Secretary and Treasurer. These officers of the Board shall constitute the Executive Committee of the Board. The Principal of Ottawa Christian School shall be an ex-officio, non-voting member of the Executive Committee.
- 3.4.2 The Executive Committee shall assist the Chair of the Board in setting the agenda and preparing for meetings of the Board, but shall have no power to take decisions or actions unless such authority is delegated by the Board, which delegation requires a motion to be voted on and passed at a duly constituted meeting of the Board.
- 3.4.3 The Chair of the Board shall act as chairperson at the meetings of the members and of the Board. The Chair shall set the agenda for meetings of the Board and of the members and shall ensure that such agendas are distributed in accordance with Section 2.3.1. and 3.5.4 of this Bylaw No. 2.
- 3.4.4 The Vice-Chair shall assist the Chair and shall assume the responsibilities of the Chair in his or her absence.
- 3.4.5 The Secretary shall keep the records of the Association, deal with all official correspondence as well as record and distribute the minutes of meetings. These responsibilities shall apply to all meetings of the Board and of the Members. The Secretary shall also ensure that copies of all minutes are filed with the School Office.
- 3.4.6 The Treasurer shall be one of the signing officers on all bank accounts, lines of credit or other financial instruments of the Association. The Treasurer shall maintain oversight and responsibility for all income and expenditures of the Association. The Treasurer shall provide periodic summaries of income and expenditures to the Board of Directors and shall annually prepare a set of financial statements for the previous fiscal year, a summary of the financial status of the Association in the current fiscal year and a budget for the upcoming fiscal year, all of which shall be presented first to the Board and then to the Members.

3.5 Meetings of the Directors of the Association

- 3.5.1 The Board shall meet as often as required for the efficient handling of its business, with a minimum of five meetings between September 1 and August 31 in each fiscal year of the Association.
- 3.5.2 A majority of the number of filled positions of the Directors shall constitute a quorum at any meeting of the Board.
- 3.5.3 Board meetings may be called by any two members of its Executive Committee or upon the written request of any three Directors.

- 3.5.4 Notice of Board meetings, including the agenda for said meetings, shall be communicated to each Director at least three days before a scheduled meeting and ordinarily shall be provided by electronic mail. If this is unavailable then alternate delivery means may include regular prepaid mail, delivery via children attending the school, by telephone, voice messaging, or facsimile or, in unusual circumstances, delivered by hand at least 24 hours prior to the scheduled meeting.
- 3.5.5 Board meetings shall be open to the members, except when the Board, in its discretion, meets in closed session, at which time non-directors may be present only by invitation of the Board.
- 3.5.6 All motions before the Board shall be carried by a simple majority of the votes cast. The Chair of the Board shall not vote except in the case of a tie when the Chair may choose to cast the deciding vote.

3.6 Nomination for the Office of Director of the Association

- 3.6.1 For each directorship vacancy, the Board or a nominating committee should propose a nominee or nominees whenever possible, and shall place the nominations on the agenda of the Members meeting at which the elections are to be held.
- 3.6.2 Any five or more members may submit a nomination, with the nominee's written consent, to the Secretary of the Board, at least 30 business days prior to the scheduled Members meeting.
- 3.6.3 A person in the regular paid employment of the Association shall not be eligible to serve as a director.
- 3.6.4 Only individuals who have been members of the Association for at least one year shall be eligible to be nominated to be Directors of the Association.
- 3.6.5 Directors shall normally be elected in the spring of the year by secret ballot for three year terms that run from September 1 of the year in which the Director is elected to August 31 of the year three years after their election.
- 3.6.6 A Director shall not serve more than two terms or portions thereof consecutively.

3.7 Vacancies for the Office of Director of the Association

- 3.7.1 Vacancies for the office of Director of the Association may be filled by appointment of the Board, except that no more than two such appointments can be made between consecutive meetings of the Members.
- 3.7.2 Directorships filled by appointment shall be ratified at the next meeting of the Members. If the appointment is not ratified by a majority of the members present during the meeting, then the

directorship shall become vacant until it can be filled during the next election cycle as described in Section 3.6 hereof.

3.8 Removal of Directors of the Association

The office of a Director shall be automatically vacated if:

- 3.8.1 A Director resigns his or her office by delivery of a written resignation to the Secretary of the Association.
- 3.8.2 At a special meeting of the Members of the Association, a resolution is passed by 75% of the ballots cast that the Director be removed from the office immediately.
- 3.8.3 A Director dies while in office.
- 3.8.4 A Director accepts regular paid employment with the Association.
- 3.8.5 A Director becomes of unsound mind.
- 3.8.6 A Director ceases to be a member of the Association.
- 3.8.7 A Director enters into bankruptcy or is insolvent.

4.0 Committees

The Board shall establish committees to assist the Directors in fulfilling their duties.

4.1 Standing Committees

- 4.1.1 The Board may establish such Standing Committees as the Board determines necessary.
- 4.1.2 The mandate of such Standing Committee shall be determined by the Board.
- 4.1.3 The Board may appoint members to the Standing Committees in such number and for such terms as the Board may determine.
- 4.1.4 Standing Committee members shall receive no remuneration for their services except that they may be reimbursed for travel and other out of pocket expenses, when incurred in carrying out their duties and when such expenses are previously authorized by the standing Committee Chairperson.
- 4.1.5 The Chairperson of each standing Committee shall be appointed from amongst the membership of a particular Standing Committee either by the Board or where the Board so determines by the membership of the committee at the first meeting of the Standing Committee during each year. The Chairperson may be but need not be a Director of the Association.
- 4.1.6 The specific duties of each Standing Committee shall be to:
 - (a) fulfill the mandate as approved by the Board;

- (b) keep minutes of each meeting;
 - (c) prepare regular reports for the Board;
 - (d) prepare an annual budget for presentation to the Board, if required by the Board;
- 4.1.7 Standing Committees shall meet at such times as determined by the Chairperson of the Committee.
- 4.1.8 The procedures to be adopted during the meetings of each Standing Committee shall be the same as those set out herein for the Board with modifications as necessary.
- 4.1.9 The Directors of the Association may remove any member from any Standing Committee for any reason by resolution of the Directors and may fill such vacancy by appointment.

4.2 Special Committees

- 4.2.1 The Board may appoint such Special Committees as may be deemed necessary, having such power and authority as may be appropriate, whose members will hold office at the will of the Board. The Board shall determine the duties of Special Committees.
- 4.2.2 The appointment of a Chairperson of such a Special Committee shall be determined by the Board. Members of such Special Committees shall receive no remuneration for their services except that they may be reimbursed for travel and other out of pocket expenses, when incurred in carrying out their duties and when such expenses are previously authorized by the special Committee Chair.
- 4.2.3 The number and time of meetings of such Special Committee shall be determined by the Chairperson of such Special Committee.
- 4.2.4 All Special Committees shall report to the Board, unless otherwise stipulated by the Board.
- 4.2.5 The procedures to be adopted during meetings of each Special Committee shall be the same as set out herein for the Directors of the Association with modifications as necessary.
- 4.2.6 The Board may remove any member from a Special Committee for any reason upon resolution and may fill the vacancy by appointment.

5.0 Staff

- 5.1 All staff members shall be appointed by the Board after careful consideration of their Christian commitment and their qualifications to fill the vacant position. They shall be appointed upon such terms and conditions as the Board may determine.

- 5.2 Teaching staff shall possess or undertake to acquire both a Christian Teacher's certificate and an Ontario Teacher's Certificate or equivalent document.
- 5.3 All staff shall indicate in writing their agreement with the Bylaws of the Association.

6.0 Dissolution of the Association

A proposal for dissolution of the Association shall be presented by the Board of Directors of the Association and approved by at least 75% of the Membership present at a meeting convened to consider such a proposal. All assets remaining after payment of all debts and liabilities shall be donated to the Ontario Alliance of Christian Schools, or another organization promoting the cause of Christian education which satisfies the legal requirements imposed by the Canada Revenue Agency (CRA).

7.0 Liability and Indemnification

7.1 Liability of Directors of the Association

Any Director serving hereunder shall not incur any personal liability for any acts, omissions, or errors as such Director except for his or her own negligent or willful misconduct. A Director shall not be liable for the acts, neglect, default, omissions, errors or misconduct of any officer, employee, fellow Director, successor Director or predecessor Director in which he or she has not participated, concurred or acquiesced. No person dealing with this Association shall be obliged to see to the application of any money or other property contributed, loaned or otherwise paid or delivered to this Association. The certificate of the Board of Directors that are acting according to this instrument and any other applicable instrument of conveyance shall fully protect all persons dealing with this Association.

7.2 Indemnities to Directors, Officers and Others

Every director or officer of the Association or any other person who has undertaken or is about to undertake any liability on behalf of the Association and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against:

- 7.2.1 all costs, charges and expenses whatsoever which such Director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- 7.2.2 all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.
- 7.3 For the Protection of Directors and Officers
- 7.3.1 No Director or officer for the time being of the Association shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or member for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or company with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of such Director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through such Director's or officer's own wrongful and willful act or through his or her own wrongful and willful neglect or default.
- 7.3.2 The Directors for the time being of the Association shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Association, except such as shall have been submitted to and authorized or approved by the Board. If any Director or officer of the Association shall be employed by or shall perform services for the Association otherwise than as a Director or officer or shall be a member of a firm or a shareholder, director or officer of a company which is employed by or performs services for the Association, the fact of his or her being a Director or officer of the Association, shall not disentitle such Director or officer or such firm or company, as the case may be, from receiving proper remuneration for such services.

8. Auditors

The members shall at each annual meeting, appoint an external party to complete a review engagement or audit of the accounts of the Association. This party is to hold office until the next annual meeting provided that the Directors may fill any casual vacancy in the office of the auditor/accountant. The remuneration of the auditor shall be fixed from time to time by the Board.

9. Enactment, Repeal and Amendment of By-laws

- 9.1 By-law No. 2 of the Association may be enacted, repealed or amended, by a majority of the Board at a meeting of the Board and sanctioned by an affirmative vote of a majority of 75% of those members who cast ballots at a meeting of members duly called for the purpose of considering such by-law.

- 9.2 A copy of any by-law to be sanctioned at an annual or general meeting of members (including a by-law which amends or repeals an existing by-law) shall be sent to every member of the Association with the notice of such meeting.

Enacted the 26th day of November, 2012

WITNESS the corporate seal of the Association

President

Secretary