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# DCS FAMILY HANDBOOK

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A Ministry of Home Church



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# CHRISTIAN SCHOOL PROGRAM

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## School Vision and Mission Statement

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### **Vision Statement:**

#### **Education with a God-given Purpose**

The vision of DCS is to nurture a community where students flourish in faith, servant leadership, and learning, preparing them to live out their God-given destiny as disciples of Jesus.

### **Mission Statement:**

#### **Raising the Leaders of Tomorrow**

As a ministry of Home Church, the mission of DCS, in partnership with families and the church, is to create disciples of Jesus, train servant leaders, and provide quality Christian education.

## Faith Statement of Destiny Christian School

Destiny Christian School has the fundamental belief that all children are created and loved by God, each having a divine purpose for living. The goal of life is to discover God and His will for their life.

The goal of the school is to support students to reach their full development: academically, physically, socially, emotionally, and spiritually.

Destiny Christian School is a ministry of Home Church. Parents choose Destiny Christian School and agree with the mission and vision of DCS along with the Statement of Faith of Home Church. The application for enrollment specifies the philosophy and beliefs that DCS adheres to. Parents acknowledge and agree with these statements when they enroll their child(ren).

## Notice of Non-Discriminatory Policy

Destiny Christian School accepts students of all races, color, national and ethnic origin, who form part of the student body, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

# Introduction

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## *Welcome Message*

Welcome to Destiny Christian School (DCS), a Christian school that is a ministry of Home Church. DCS follows the Alberta curriculum interpreted from an evangelical Christian philosophy.

It is our hope that each student will enjoy being in our school, experience excellent learning in a safe, caring, and nurturing environment, and experience God through a personal, intimate relationship with Him.

Our mission is important to us. Within it we recognize the following distinctives:

***Christ-centered education:*** We teach the Alberta curriculum from the biblical worldview with the understanding that Jesus Christ is the creator and sustainer of all things. Our desire is to develop in our students the ability to think and live biblically and to apply the Christian worldview to all areas of their lives.

***Knowing Jesus Christ:*** We are created to know, love, and bring glory to God by entering into a personal, intimate relationship with Jesus Christ as we live a Holy Spirit-filled life. We desire that our students humbly and obediently choose to serve and follow Jesus Christ in every aspect of their being.

***Godly character:*** We aim to provide our students with instruction in godliness so that they may decide to allow Jesus Christ to build His character into each one of them.

***Academic excellence:*** We are called to challenge our students to excel in their schoolwork as a means of glorifying God and of preparing for their life's work and service in the Kingdom of God.

***Service to others:*** We provide programs whereby students may serve in the school, the church, and the community. This includes an emphasis on service projects throughout the school year and student involvement in missions and other kinds of ministry.

DCS strives to meet the needs of individual students by enabling each student to pursue excellence, experience success and realize their potential in all aspects of the school's programming. Above this is our desire for students to have a 'heart after God' and pursue all activities at school for the sake of God's kingdom. As an alternative "Christian" school in Red Deer, Christ is our source and our center.

In Christ Jesus our LORD,



Jonathan Bolton, Principal



Tim Gill, Vice-Principal

# Philosophy and Beliefs

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At Destiny Christian School we believe that “all children are gifts of the Lord and His reward (inheritance)”.<sup>1</sup> Children attending Destiny will be mentored in developing a personal faith in God and building a life relationship that will bring strength and direction to their personal lives through Biblical principles.

Destiny is a ministry of Home Church; therefore, students and families are encouraged to connect and be a vital part of a local Christian community. We believe the **Local Church Family** is a vital part of the team for parents in the development and growth of their children.

**Parents** have been mandated by God to nurture and support their child(ren),<sup>2</sup> which affirms their responsibility in education of their children.

**School** though significant and foundational, is only part of a life-long learning process.

<sup>1</sup> Ps 127:3   <sup>2</sup> Pr 22:6

## Beliefs We Live By

1. Parents have the primary responsibility for raising their children to find and fulfill their God given destiny.
2. The staff, parents, and student family of Destiny, are part of a team dedicated to support children to become lifelong learners who grow into their full potential and destiny, striving to be excellent learners, with academic and personal excellence, aiming to fulfill our God given destiny.
3. The local church family is a vital part of the team to assist parents in the training and growth of their children.
4. Children attending Destiny will be mentored in developing a personal faith in God and building a life relationship that will bring strength and direction to their personal lives.
5. Children attending Destiny will be mentored in building meaningful life relationships using Biblical principles.

## Policies We Live By

1. Parents acknowledge and agree to abide with the beliefs of Destiny Christian School and the Statement of Faith of Home Church. *(See Appendix)*
2. Parents must be willing to be involved with our staff by giving input to create and implement strategies for academic, relational, behavioral, personal, or spiritual issues as they arise. The principal and staff will make final decisions considering these discussions.
3. Bullying will be dealt with as soon as a parent, or student, notifies school staff. DCS has a Student Code of Conduct that addresses bullying.
4. We are a community whose success depends on every family's involvement. We are partially funded and depend on families to help fill the gaps.

## Identity Statements

1. We are an outreach and service ministry of Home Church and adhere to its statement of faith.
2. We are a Christian school promoting Christian values, morals and standards in all subjects and grade levels.
3. We affirm that students are God's unique creation, deserving of a respectful, loving, and nurturing environment which prepares them for life now and eternally.
4. We believe that Christian education develops the total person spiritually, intellectually, socially, and physically.
5. We are committed to teaching the Alberta education curriculum from the perspective of what the Bible says about God, ourselves, and the world.
6. We will develop a qualified, committed Christian teaching staff, providing a supportive environment for their professional development.
7. We respect, value, and honour the role and responsibility of parents as partners in education.

# What Makes DCS Different

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## Destiny Christian School Society Board of Directors

The Society is committed to excellence in the Christian learning environment of DCS and the spiritual nurturing of its students and staff, playing two main roles in that process.

The Board of Directors is a group of individuals who meet several times through the school year, giving oversight to the school. Particular attention is given to Alberta Education matters, maintaining high moral and educational standards, and the financial aspects of operating DCS. The Board selects the Principal in cooperation with Home Church, interacts with school staff, and is a liaison with the Home Church legal board.

We are thrilled you have joined our team and look forward to partnering with you in educating students through academics and other activities. It is our hope and prayer that all students will choose a lifestyle that honours and serves Jesus Christ.

A Christian school is a special environment and requires certain components to achieve and maintain that environment.

## DCS as an Organization

### *DCS Mission Statement*

- Clearly expresses our focus on Christ-centered education and promoting godly character in the development of the students.

### *Association of Independent Schools and Colleges of Alberta (AISCA) Member*

- AISCA provides many resources that connect Christian schools throughout Alberta and around the world.
- AISCA Teacher Convention — all teachers are given the opportunity to attend; a great opportunity to network with colleagues at other schools.
- AISCA Board/Admin Conference — development and networking for Administration team.

## DCS as Staff

### *Committed staff*

- Teachers are Christians and bring a Christian viewpoint to issues and topics from all curricular areas and adhere to the Home Church Statement of Faith and Code of Conduct.

### *Substitute teachers profess personal faith in Jesus Christ*

- Substitute teachers are expected to demonstrate the same personal commitment to Christian perspective as hired staff.



## For Students

### *Daily devotions/prayer times with all students*

- Homeroom teachers facilitate a morning devotional time to pause at the start of the day to bring glory to God and commit the day and its activities to Him.

### *Weekly Praise & Prayer for all students*

- This is an opportunity for corporate worship where students will experience and participate in various spiritual disciplines and learning.
- These are broken down by grades; K-Grade 3, Grades 4-6 and Grades 7-9.
- The daily schedule is adjusted on Healing Meeting days. All teachers and students are expected to attend.

### *Bible classes, including a Bible memory program, for all students.*

- The spiritual formation of our students includes age-appropriate Bible curriculum as we encourage students to meet and know Jesus personally.

### *Interviews for prospective families/students*

- It is our desire that every student finds DCS to be a safe, welcoming environment. For those unfamiliar with a Christian perspective, the interview process allows administrators to explain what students can expect in a Christ-centered culture and what will be expected of them as students.

# STUDENT LIFE

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# Admissions Policy

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Destiny Christian School is a private Christian school that accepts registrations on a space basis. Our school is rooted in and continues to operate within the bounds of evangelical Christianity. DCS does not exist to reform attitudes or modify behaviour, but rather to provide an educational program (teachers, curriculum, and activities) that brings glory to Jesus Christ. The educational philosophy of DCS is based on a Christ-centered view of truth as presented in the Bible. A personal, dynamic relationship with Jesus is at the heart of our mission and school culture. Parents and their children are expected to acknowledge and affirm their support for the mission and biblical principles of the school.

Each year the school evaluates the students to confirm that the goals of the school and students are compatible. Returning students and families may be declined readmission, at the discretion of the administration. A condition for readmission is that financial obligations to DCS have been met.

All new students interested in enrolling at DCS must complete the Application for New Students.

Parent and student interviews are a key part of the admission process. They enable you to meet with school administration, learn more about DCS and confirm that your student truly wishes to attend DCS and support its mission and program. A commitment form supporting the school's mission and philosophy must be signed prior to acceptance. Registration Fees are due with the receipt of each application form and are non-refundable. a payment plan for society fees are required upon acceptance.

## Application and Enrollment Process

New student applications will be considered through the year. Applicants are placed in a pool of potential students and may be contacted for an interview as space becomes available. The following priorities are considered in the enrollment process:

- 1<sup>st</sup> priority** — returning students before the re-registration deadline.
- 2<sup>nd</sup> priority** — potential students with siblings currently attending DCS and children of staff.
- 3<sup>rd</sup> priority** — potential students of Home Church families.
- 4<sup>th</sup> priority** — potential students outside of the above listed groups.

If two students are of equal priority for an available class placement, date of application will be an important consideration. New families are encouraged to apply early.

## Registration and Society Fees

The fees for the current school year are available in the Registration Package.

The *Registration Fee* is due at time of registration.

Tuition fees are due:

- For *returning students*, a payment plan is due upon the re-registration deadline.
- For *new students*, a payment plan is due upon acceptance into the school.

Payment plans are to be set up at the time of re-enrollment or new registration is received. No plan will be implemented prior to September 1<sup>st</sup> of the school year, or the month of enrollment for any student enrolled later in the school year.

### Sponsorship

Available upon request and reviewed by the principal and board of directors.

### Arrears Policy

- Parents are expected to keep their accounts current. Payments not honored by the bank are subject to a \$20 NSF fee.
- Re-registration of students cannot be accepted if fees are not up to date or payment arrangements are not being met.
- Current account in arrears three months – the family will be asked to prepare a written payment report and plan to be submitted to the school board for review. A meeting between the parent(s)/guardian(s) will be held with a board member to determine the family's registration status.
- In the event a family is experiencing genuine financial difficulty, please contact the school and we will be happy to discuss payment arrangements.

### Withdrawal and Refund Policy

- If your child withdraws from the school, tuition will be refunded for the number of months remaining in the school year, not including the month of withdrawal.
- Monthly fee payments will be stopped. Lump sum payment refunds will be pro-rated following the effective date of withdrawal.

# Academics

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## Awards and Scholarships

Awards and scholarships are an opportunity to recognize and acknowledge excellence in student achievement. The *Awards Night* in June recognizes curricular achievement for all students.

**Most Improved** – Grades 1-4 this is for the most improved student.

**Recognition Awards** – awarded to each student.

### **Imagine IT Scholarship Award for Athletic and Academic Excellence**

This scholarship is awarded to one male and one female in grade 7 – 9. The recipient of this award is chosen based on the students' pursuit of excellence in Athletics. They are involved in multiple sports and work with persistence to better themselves and their teammates. They have a positive, encouraging attitude and do their best to confront challenges they faced throughout the year.

Complimentary to Athletics, the student has also demonstrated a commitment to their academic studies. They have applied themselves and worked hard to achieve their best. This student lives out the Christian values of Destiny School and works consistently to greatness.

## Exams

Final exams are scheduled in June. Achievement Tests are scheduled by Alberta Education, and rescheduling is not contemplated for any reasons other than a school or family emergency. Requests to reschedule exams of any nature **MUST** be made through the principal and not teachers or office staff.

*NOTE: Achievement tests will normally occur regardless of weather. Students are expected to make every reasonable effort to reach the school on these occasions. The school will be open for achievement tests whether, or not the buses are running.*

## Report Cards and Honour Roll

Report Cards are sent home at the beginning of December, the middle of March, and at the end of June.

Honour Roll certificates are given to grade 5-9 students that achieve an average of at least 80% on their four core subjects. Principal's List certificates are given to grade 6-9 students that achieve an average of at least 90% on their four core subjects. The certificates are presented at the *Awards' Night* in June.

## Promotion Policy

In junior high, a pass consists of a final mark of 50% or higher. In a borderline case, the teacher will consider factors such as:

- the student's ability or potential,
- the student's attitude and effort,
- learning disabilities, and
- the student's marks in the full range of subjects.

Student retention will be determined by school administration in consultation with parents and teachers after careful examination of the student's record over the entire year.

### Homework

Homework supplements instructional time in the classroom to enhance knowledge and learning for each student to achieve the key learning outcomes established by Alberta Education. Special projects, reports, assignments, worksheets, tests, and exams are examples of homework activities intended to benefit each student.

In junior high, an average student can expect to spend  $1\frac{1}{4}$  to  $1\frac{3}{4}$  hours on homework each day. While teachers attempt to provide balance across the subject areas, core subjects are emphasized, and the amount of homework may vary from day to day and week to week.

Parents are encouraged to provide an environment that will foster and facilitate homework to be done. Homework is part of the goal to achieve independent, confident learners both in school and away from school.

### School Supplies

School supplies vary according to each student's grade. A list is available on the [website](#).

# Activities & Opportunities

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## Athletics

The DCS Warriors compete against other CENAA (Chinook's Edge North Athletic Association) schools in junior high, and in CWAJHAA (Central Western Alberta Junior High Athletic Association).

Many student athletes compete through interschool competition. Teams include:

Badminton	Basketball
Track & Field	Volleyball

Participation is a privilege and subject to staff approval, satisfactory progress in all subjects, and good conduct and attitude in school. Students who successfully become a member of a school team must pay all team fees prior to competition.

Students should notify their parents and have verbal permission for any after-school activity. Parents are responsible to provide transportation immediately after the activity unless otherwise notified.

## Fans

In the interest of good sportsmanship and positive Christian testimony, Warriors' fans conduct themselves in a manner that demonstrates the utmost respect for DCS players, opposing team players, coaches, referees, and other fans. All fans are expected to adhere to the CENAA code of conduct.

## Field Trips

Field trips are taken periodically. A permission form is sent home with the student and must be signed and returned to the teacher. A fee may be assessed for transportation and/or for admission. Parents may be asked to help with supervision or as chaperones.

The DCS office must have copies of each chaperone's criminal record check and child services intervention check on file. Copies of criminal record checks and child services intervention checks expire after three years and must be updated upon expiry. *Please see the Volunteer Application in the appendix for more information. For a uniquely created letter please contact the school office.*

Parent drivers must carry a minimum of two million dollars (\$2,000,000.00) Public Liability and Property Damage insurance in the event of an accident.

\*If approved Volunteer Drivers are used for transportation for an Event, the Board's Liability Insurer provides coverage, subject to the exclusions and limitations set out in the policy, for parents, volunteers, and staff who are drivers or owners of vehicles used to provide transportation for students in compliance with Destiny Christian School's procedures regarding such transportation. The said insurance is EXCESS only and does not replace the driver's/owner's insurance as the primary insurance. The excess insurance will only be available after the driver's/owner's insurance is exhausted, and only applies to payments in excess of two million dollars (\$2,000,000.00). Owners must carry a minimum of two million dollars (\$2,000,000.00) Public Liability and Property Damage insurance to be fully protected, and for the vehicle owned by them to be approved as a vehicle for transporting students.

# Attendance

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Regular attendance is essential for success in learning. As such, students are expected to:

- Attend scheduled classes;
- Be punctual;
- Complete and hand in the work assigned during their absence;
- And sign in and out at the office.

Parents will be able to track attendance (absences, lates) through Power School.

Students absent from school due to illness should not expect to participate with an athletic team in a game or practice that day.

## Absences

Parents are asked to notify the school office (in advance if possible) of any student absences.

**Student Responsibilities:** Exams and major assignments should be written or handed in on the first day of the student's return to school. Students are to take the initiative to request and complete assignments or work missed while absent.

**Extended Absences:** Parents and/or students are to contact teachers prior to an extended absence. Teachers will create and communicate a plan for the student to complete class work that will be covered during the student's absence. It is the responsibility of the parent to ensure that all missed work is completed promptly. Parents must also find suitable tutoring for missed concepts taught during their student's extended absence.

## Lates

Students are expected to be in class on time.

**Excused:** Illness or medical appointments (requires notification directly from a parent).

**Unexcused:** Including but not limited to sleeping in, lunch delays, missing the bus, construction, road conditions, vehicle problems, employment issues, non-medical appointments.

## Truancy

Truancy is any absence from class without the knowledge or consent of parents and school. Such incidents are referred to the school office. Incidents of truancy are considered unexcused absences.



1. A teacher will discuss with administration when a student has missed 7 days of school without communication from parents.
2. At this time administration will contact the student's parent or guardian to notify them of the concern.
3. Parents and school staff will work together to encourage an increase in student attendance.

### Signing Out Privileges

Students go to the school office to sign in and out according to the following guidelines:

- All students must sign out when leaving during the school day and sign in upon returning to school (i.e., appointments, illness).
- Students are permitted to sign out ONLY if leaving with an adult. Parental consent is required.

# Code of Conduct

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DCS promotes a Biblical standard of conduct with its students, providing a Christian learning environment that encourages students to make God-honouring choices, and where students are accountable for their behaviour. Conduct should be such that the safety of everyone is assured, that school and personal property or equipment is carefully maintained for maximum use, and everyone has the maximum opportunity for learning.

This responsibility extends beyond the confines of the school into the community and on all out-of-school activities (i.e., field trips) where students represent themselves, their school, and their faith.

See Student Code of Conduct in the Appendix. Additional to the information here, students in junior high are expected to sign an Honour Code agreeing to conduct themselves in a manner that adheres to the mission and vision of the school. *See the Appendix for the Student Honour Code.* Students who take the bus to and from school are also expected to sign a Bus Covenant that outlines their expectations while riding the bus. See Appendix for Bus Covenant.

## For Students

Students are expected to show respect for all staff, other students, and visitors, and conduct themselves according to the following principles and rules:

- Know, understand, and follow school rules.
- Contribute to a safe and caring environment, free from fighting, bullying, incendiary devices, and weapons of any kind.
- Refrain from using profanity, or questionable or coarse language or joking.
- Contribute to an environment where everyone has the maximum opportunity for learning, free from distractions and disruptions. This includes regular attendance and appropriate effort in course work.
- Music used in any school function (athletics, classroom, or for an assignment) must reflect good taste in content and language and portray messages that are morally consistent with Biblical standards.
- Maintain and protect school and personal property or equipment with a 'pride of ownership.'
- Good, wholesome friendships are encouraged. There should be no public display of affection.
- Abstain from tobacco, alcoholic beverages, and non-prescribed drugs regardless of age.
- Refrain from gambling.
- Abstain from involvement in pornography or immoral sexual activity.

While students may experience challenges for one reason or another, we encourage them to approach the school's administration to find counselling, acceptance and help through the resources of the school and church. This will be done with confidentiality. Our desire is for healing and restoration.

## Dress and Appearance

At DCS, our standards for the dress code are in keeping with the high Christian principles we seek to establish in those who attend our school. The following guidelines are meant to provide a standard of dress that is reasonable and modest. 1 Timothy 4:12 says: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity."

- 1. **HAIR**            A. Hair must be modest, clean, and neat in appearance.
- 2. **SHOES**            A. Properly fastened shoes must be worn at all times.  
                              B. All shoes should be in good repair.
- 3. **GENERAL**            A. No hat is to be worn in the school at any time.  
                              B. Gym strip may not be worn in class.  
                              C. No undergarments should be visible.  
                              D. No writing/drawing on skin.
- 4. **MAKE-UP & JEWELLERY**  
                              A. Make-up and jewellery should be modest in appearance.

**The Dress Code  
applies to school  
field trips, sports  
events,  
performances, and  
graduations.**

## BOYS

- 5. **PANTS**  
                              A. All pants must fit properly and be in good repair.  
                              B. Shorts must be mid-thigh or longer.  
                              C. No undergarments should be visible.
- 6. **SHIRTS**  
                              A. T-Shirts: no spiritually or culturally offensive  
printing or pictures.  
                              B. All shirts must have full shoulder width. No tank  
tops, muscle shirts, or bare midriff may be worn to  
classes.
- 7. **SWIMWEAR**  
                              A. Swimwear must be mid-thigh or longer.

## GIRLS

- 5. **DRESSES, SKIRTS, TOPS**  
                              A. All dresses and tops must have a modest, well-  
fitting neckline. No tops may be worn off the  
shoulder.  
                              B. Dresses and skirts shall be near knee length or  
longer.  
                              C. Sheer materials must have proper  
undergarments.  
                              D. Sleeveless tops must have 2-finger width straps.  
T-Shirts must have no spiritually or culturally  
offensive printing or pictures. Bare midriffs are not  
permitted.
- 6. **PANTS**  
                              A. All pants must fit properly and modestly and be in  
good repair.  
                              B. Shorts must be mid-thigh or longer.  
                              C. Leggings worn by students in grades 4-9 must be  
covered by a piece of clothing mid-thigh or longer.
- 7. **SWIMWEAR**  
                              A. Swimwear must be one-piece or tankini.

If a student comes to school or a school event in attire that does not meet the dress code, they will be asked to change. If they do not have appropriate dress code attire to change into, their parent(s) or guardian (s) will be called to bring them appropriate dress code attire.

## Student Behaviour and Discipline

Discipline at DCS is grounded in scripture with these objectives:

- To develop and maintain the optimum environment for learning.
- To correct behaviour that is disruptive to the learning environment.
- To train students to conduct themselves in ways that help the school community support and achieve goals of spiritual, intellectual, physical, and social development for all, individually and corporately.
- To remove recalcitrant (resisting authority or control; not obedient or compliant; hard to deal with) students so that the learning environment may be maintained.

## For Parents

While it is the parents' responsibility to instruct and teach their children in the way they should live, a partnership between teachers and parents is vital to ensure the success of the educational program at DCS. Parents are encouraged to be involved and support the child's learning at school and at home.

We recognize that everyone may not agree with all the rules and procedures of the school; however, parents are expected to support the school in its operation. Some ways to demonstrate this are:

- Establish a positive learning atmosphere at home.
- Support the staff in carrying out school policies.
- Keep the school apprised of contact information and address changes so parents can be reached when needed.
- Maintain communication with staff regarding learning and/or behavioral issues.
- Keep all School and Society fees current.

If parents have questions or disagreements regarding disciplinary actions taken during the school day and in school activities, they are encouraged and expected to discuss concerns promptly with the teacher involved rather than other parents, staff, or students.

*Please see more information in the Student Code of Conduct in the Appendix.*

# School Routines and Services

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## Before and After School

Please ensure students are not dropped off at school prior to 8:30 AM and pick up no later than 3:30 PM.

## Early Dismissal

Buses will run on early dismissal days. Parents are asked to make sure that they have made the necessary arrangements for their students.

## Electronic Devices

Students are not to use cell phones or other electronics in class, or during assemblies, class instructional time, or recess time, unless they have teacher permission. Any electronics used (including phones that ring in class) will be temporarily confiscated. Parents can reach students, if it's an emergency, through the school office. *Please see the Student Acceptable Use of Technology document in the appendix for more information.*

## Facilities

The facilities we enjoy are shared by DCS and HOME CHURCH. Students are expected to remain within school designated areas. Home Church areas are considered out of bounds to students without a confirmation from parent to be at the church.

## First Aid

When a student is reported sick, hurt or injured, the student is sent to the office where the medical need is reviewed, and a decision is made as to what action is appropriate. Further consultation with the student's parent or an administrator occurs when additional medical attention is deemed necessary. If required, transportation to a medical clinic or hospital will be arranged, either by ambulance or car, upon the approval of the parent or administrator.

## Medication

Due to a general shortage of Tylenol/Advil supply, these medications will no longer be given out to students from the office. Parents of older students may want to send some with their student as needed.

## Inclement Weather & Recess

DCS has placed the following guidelines in place for inclement weather during recess:

- Students remain indoors when the temperature is -20°C or -25°C with wind chill.
- When it is raining heavily students may remain indoors.

## Lockers and Locks

Hall lockers are issued at the beginning of the year and remain the sole property of DCS. Junior high students can provide locks for their lockers if desired. School administration has the legal right to inspect lockers and contents to maintain the integrity of the school environment; student permission or presence is not required. Students are expected to care for their lockers and keep them clean.

The care of personal property is each student's responsibility. To keep lockers secure, students should not share their locker combination with others. Although DCS is unable to accept responsibility for recovering lost or stolen property, staff will investigate reports of missing items, as much as is reasonable. Schools do not carry liability insurance for the loss of personal property.

### Lost and Found

Small articles are kept in the school office. Large items are placed in a storage bin in the main hallway. Unclaimed items are displayed during parent/teacher interviews. All unclaimed articles are sent to a charity or disposed of after each parent/teacher interview session.

### Lunch

DCS is a *nut aware* environment. We ask you to refrain from sending lunches and snacks containing peanut butter, nuts or nut products as several students have severe allergies.

Students eat lunch in their homerooms under supervision. Students should not eat lunch in school hallways. Students are responsible for bringing their own lunches.

Students are permitted to leave the school premises for lunch under adult supervision with a telephoned or personal request from parents. Parents are asked to contact the Office prior to the noon break.

### Newsletter

Stay informed! The school newsletter is emailed, monthly to families, and distributed at the beginning of each month. Social media is also used to stay informed through Facebook, Twitter, and Instagram. Weekly emails are also sent out to school families.

### School Photos

Individual photos are taken each fall. Each student should have their picture taken to ensure inclusion in the school yearbook. Details will be sent home prior to picture day for parents who wish to purchase a package of photos. Yearbook purchases are optional. Graduation photos for Kindergarten and Grade 9 classes are taken in the spring of the school year.

### School Telephones

School phones are intended for business purposes; however, students may contact parents/guardians from the office with permission.

## Student Safety and Emergency Procedures

Student preparation and emergency drills occur throughout the school year and students are expected to conduct themselves in a responsible manner throughout each drill. This includes evacuation and lock-down protocols for different types of emergency situations.

### Emergency Closures

In the event of a school closure due to a power outage, lack of water, severe snowstorms or other emergencies, the school will post on the school's social media sites (i.e., twitter, Facebook, Instagram, etc.)

### Transportation

Bus transportation to and from school is a user-pay service available on a first come, first served basis to students. Safety is paramount when travelling to and from school and school events, and students are always expected to adhere to the Transportation Contract (see appendix) and obey bus drivers' instructions. Full details regarding the Student Transportation program, fees, conduct and suspension of service are available upon request.

In the event of bus cancellations and school closures, parents can find information through the school's social media sites (i.e., twitter, Facebook, Instagram, etc.). DCS will remain open to students should bus service be suspended due to weather and/or road conditions.

### Pick-Up & Drop-Off Procedures

The bus driver will not drop children off anywhere except the regular stop after school. Changes in plans, or appointments, are the responsibility of the parent to make alternative rides outside the bus.

Bus drivers will strive to be on time at each designated pick-up location.

- Students must be ready and waiting for the bus.
- The driver will not wait for students who are late.

Parents should inform the driver when their children are to be absent from school or when a student is not returning home on the bus after school.

Changes to the bus route must be approved by the school office.

### School Bus Regulations

1. All passengers are under the immediate authority of the driver.
2. During field trips supervisors are responsible to the driver for student behavior.
3. Drivers shall inform each student of his/her designated pick-up time.
4. Buses shall stop at pick-up points, at designated times, for sufficient time to load and unload passengers.
5. Buses on regular scheduled runs are not permitted to make stops other than those designated by the school office.
6. No one other than students, drivers and supervisors may ride on the bus without permission from the school office.

7. The driver will have a seating plan for regular routes, with copies of the seating plan in the school office.
8. The driver has the right and responsibility to prohibit any dangerous articles from being transported on the bus.
9. Students shall cross the road in front of the bus on entering or leaving the bus and shall wait for the bus to stop before approaching to enter.
10. The rear door shall only be used in an emergency or when directed to do so by the driver.
11. It is the responsibility of the driver to keep the bus clean and tidy.
12. Unless otherwise prescribed by local by-laws, all buses transporting students must stop at all railway crossings.

*Please see more information in the Transportation Contract in the Appendix.*

### **Visitors and Volunteers**

DCS continues to promote safe and caring schools. Therefore, DCS aims to be a closed campus during the school day, with strict requirements in place for volunteers, as is true in all schools.

Volunteers and parents are asked to sign in at the school office. Parents bringing items for their students are asked to drop them off in the office.

All volunteers are required to complete record checks and intervention checks prior to volunteering. *See the Volunteer Application in the Appendix.*



## APPENDIX

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# Home Church Statement of Faith

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1. We believe in the Divine inspiration of the Holy Scriptures. (2 Timothy 3:16)
2. We believe the eternal Godhead is revealed in Scripture as one God, existing in three persons - The Father, The Son, and The Holy Spirit. The Godhead is distinguishable but indivisible; co-eternal, coexistent, co-equal in nature, attributes, power and glory. (Deuteronomy 6:4; Isaiah 48: 16; Matthew 28: 19; Ephesians 4:4-6)
3. We believe in the only Savior of men; the Lord Jesus Christ conceived of the Holy Spirit, born of the Virgin Mary; the living God and a real man. (1 Timothy 2:5; Matthew 1:22-23)
4. We believe in the creation, test, and fall of man as recorded in Genesis.
5. We believe man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, by voluntary transgression and willful disobedience fell and thereby incurred not only physical death; but spiritual death, which is separation from God. (Genesis 1:26-27; 2:17; 3:6; Romans 5:12-19)
6. We believe in the gospel of the grace of God how that Christ was crucified and died for our sins, was buried, and on the third day rose again for the justification of mankind. (Hebrews 9:28)
7. We believe in the salvation of sinners by grace alone, through faith in the perfect and sufficient work of Christ on our behalf, upon the cross of Calvary. (Ephesians 2:8-9)
8. Man's only hope is redemption through the shed blood of Jesus Christ, the Son of God.
  - a. Conditions of Salvation — Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration, and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life. (Luke 24:46-47; John 3:3; Romans 10:9-10; Ephesians 2:8, Titus 2:11; 3:5-7)
  - b. The inward evidence is the direct witness of the Spirit (Romans 8:16; 1 John 5:10-12)
  - c. The outward evidence to all men is a life of righteousness and true holiness. (Ephesians 4:24; Titus 2:12; 2 Timothy 2:19)
9. We believe in water baptism of believers by immersion. All who repent and believe in Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they have been raised with Him to walk in newness of life. (Matthew 28: 19; Mark 16:16; Acts 2:38; 10:47-48; Romans 6:4)
10. We believe in the filling of the Holy Spirit as an experience subsequent to salvation, leading to the Spirit filled life. (Acts 2:4; 10:44-46; 19:2; 5-7; Ephesians 5:18-21)
11. We believe the gifts of the Holy Spirit are to be active in the life of every believer. (1 Corinthians 12-14; Romans 12)

12. We believe in the Lord's Supper for believers. The Lord's Supper is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1 :4); a memorial of His suffering and death (1 Corinthians 11:26) to be participated in by all believers until He returns.
13. Jesus made provision in the atonement for our healing and health (1 Peter 2:24) and we believe in the practice of praying for the sick. (James 5:14-16)
14. We believe in the eternal life of the believer and the eternal punishment of the unbeliever.
15. We believe in the resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord. (1 Thessalonians 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51-52)
16. We believe the Church is the Body of Christ, God's people, called out, gathered, assembled, equipped, trained, and sent into the world on a mission to preach the gospel, make disciples and build local churches in every community. (Ephesians 1:22-23; 2:22; 4:4-16; Hebrews 12:23)
17. We believe in a divinely called five-fold ministry for the equipping of God's people, the church, to do the work of ministry, evangelize, and transform the world. (Matthew 28:16-20; Mark 16:15-20; Ephesians 4:11-13)
18. We believe in the personal return of the Lord Jesus Christ for His Church. (Acts 1:11; Hebrews 9:28)
19. That all persons are created in God's image and are made to glorify Him; that God's design was the creation of two distinct and complementary sexes, male and female; that this design is perfect and integral to the very biology of the human race; that sexual intimacy is intended for marriage (defined as one woman and one man joined in a lifelong, legal union) and sexual intimacy outside of this protective bond is contrary to God's good design for our humanity. Because of our love for the Gospel and urgency for the Great Commission, we must include the declaration of the whole counsel of God, proclaiming what the Holy Scriptures teach regarding the creation of both male and female persons and their distinctive design, created in His image and for His glory. (Genesis 1:27; Isaiah 43:7; Matthew 19:•4; Mark 10:6; Matthew 28.•19-20; Acts 20:27)

# Volunteer Application

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Dear Destiny Christian School Volunteer,

Thank you for taking the time out of your busy schedule to volunteer at Destiny Christian School. We here at Destiny School want to provide a safe and secure environment for our students to succeed.

All information in this package is strictly confidential and only persons with legitimate need will have access to any information obtained in the application process. Please understand that Destiny School has a spiritual, moral, and legal obligation to provide a secure environment for everyone participating in our programs.

It was established in March 2007 as a legal policy of the Home Church (which we are a ministry of) that all board members, all paid employees, and all volunteers of Home Church (including Destiny Christian School) working with children under the age of 18 be required to have **Child Intervention Checks** and **Criminal Record Checks**, including Vulnerable Sector Checks for staff members, completed every three years.

Please take the time to fill out the attached information and hand it to the school office. All Criminal Record Checks & Intervention Checks should be handed in before your next volunteer day. Thank you so much for your willingness to volunteer. We know God will richly bless you as you serve our students.

## **How to obtain a Criminal Record Check:**

To obtain a Police Record check you can apply online here:

<https://mycity.reddeer.ca/tempest/EAPPLYPERMITS/CriminalRecordCheck#>. You will need a Criminal Record Check and I've attached the volunteer letter from the school so that it only costs \$5.

Your local RCMP Detachment will call you when it is ready to pick up. Give them the enclosed letter from Destiny Christian School requesting this to be done.

## **What to do for an Intervention Check:**

Request a Child Intervention Record Check be done for you from the Central Alberta Child and Family Services Office at #108, 4920 51 Street in the Provincial Building in Red Deer (phone: 403-340-5400). It is free but you will require ID for it to be completed. You can now email Alberta Child Services and request the online form. Fill it out online. The email for Red Deer is CS.IRCCentral@gov.ab.ca.

If you have any questions or concerns, please contact the school office (info@destinyschool.ca or (403) 343-6510).

Sincerely,



Jonathon Bolton  
B.Ed. & M.Ed.  
Principal

# DCS Plan to Protect

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## Destiny Christian School's Plan to Protect Program and Policy

Plan to Protect is a policy in place to protect every child and volunteer in any ministry for the safety and security of every individual.

### REASONS FOR DEVELOPING AN ABUSE PREVENTION POLICY

- **Prevention** of abuse of children / youth / vulnerable adults. Prevention includes having adequate processes in place to prevent opportunities for abuse, neglect, and harm from arising.
- **Protection** of all the vulnerable in our midst. The protection of all children, youth and vulnerable adults is everyone's responsibility.
- **Reporting** of all incidents of abuse, neglect, and harm. Such incidents, wherever, and whenever they are encountered, will be reported immediately to a designated internal authority, the police, and the appropriate agencies in accordance with civil law requirements.
- **Training and Support** for staff and volunteers. A process of screening, recruiting, training, supervising, and supporting staff and volunteers.
- **Protection** of the organization from lawsuits involving allegations of abuse. Abuse can place the reputation of the organization in jeopardy, and the financial costs of defending lawsuits can be devastating.

### Adult – Child/Youth Ratios for Preschool and Kindergarten

Here are suggested child / youth / adult ratios to adults in a regular classroom setting, but additional adults can be helpful if one adult needs to leave the program temporarily.

2½ – 4 years:	2 adults to 15 children
5 years:	2 adults to 23 children

### Index

1. Destiny Christian School's Plan to Protect Policy
2. Incident Reports
3. Working with Volunteers
4. Job Description
5. Information Sheets for Volunteers / Physical contact / Behaviour / Bathroom policies
6. Covenant Care
7. Incident Report Form
8. Application Forms

### 1. Destiny Christian School Plan to Protect Policy

- Every volunteer must have gone through the volunteer screening and Police Records Check process.
- **Two-person policy whenever possible – during any program.** If a volunteer, a teacher must be present at all times, where applicable.
  - **Never be in a bathroom alone with a child**
- **Do not be in a vehicle alone with a child;** two volunteers/staff to transport children / youth / vulnerable adults in an organization vehicle or in a volunteer's vehicle.
  - When the two-person policy cannot be used, notify a parent before a proposed one-to-one contact with a child / youth.
- **Always leave the door open.**
- No parents or adults should enter a classroom / activity room without permission.

### 2. Incident Reports

If any incident occurs a report must be written and handed into the teacher to deal with and file. Blank Incident Report forms can be found in the office by the photocopier. The teacher can direct you where to find them if you need assistance.

When to report an incident:

- When a student has been hurt or is in danger.
- When you have hurt a child unintentionally.
- When a parent or guardian has had an issue.
- When you have been accused of anything.

### 3. Working with Leaders/Volunteers

#### A. Recruit New Leaders / Volunteers and Support Experienced Leaders / Volunteers:

Regardless of who does the recruiting, the process must include a personal interview, a reference check, and a Police Background check of the prospective leader or volunteer.

#### B. Recruiting Process:

A personal interview is an essential way to discover if the applicant is a good fit with a volunteer position. In addition, a conversation with an applicant helps him / her determine whether the timing is right for him / her to assume a position.

#### C. Experienced Leader/Volunteer:

Teachers will lay out clear expectations and procedures with volunteers prior to each volunteer event.

#### D. Volunteer Screening Check and Police Records Checks:

Screening comes prior to a Police Records Check (PRC). Screening is a process performed by an organization to ensure that the right match is made between the work to be done and the person who will do it. PRC's should be mandatory for all leaders and volunteers in the organization regardless of whether their position specifically deals with children, youth, and / or vulnerable persons. Any position within an organization that ministers to children / youths / vulnerable adults may be seen as an access-point by predators.

#### 4. Job Description

**Title of the Position:** Parent Volunteer/Volunteer

**Responsible to:** Teacher(s)

**Responsible for:** assisting teacher(s) with classroom

**Main Goal:** To assist teacher(s) in tasks relating to classroom or other student/class related tasks.

**Roles, Responsibilities, and Tasks:** (list the expectations of this position)

- Maintain a vital spiritual life
- Maintain confidentiality unless the child is in danger
- Advise the teacher of his/her absence

**Screening Procedure:** All prospective volunteers are required to fill out a volunteer packet, have an interview (if one was not completed at the time of a family's acceptance to Destiny Christian School), a reference check, a Child Intervention Check, and a Police Record Check (including a Vulnerable Sector Check).

#### 5. Information Sheets for Volunteers / Leaders

##### Physical Contact

It is essential to be careful regarding behaviour, language and physical contact when working with children /youth / vulnerable adults:

- Do not show favouritism when dealing with children / youth / vulnerable adults. Show a similar level of affection and kindness to all.
- Do not engage in or allow the telling of sexual jokes or behave in a way that promotes the sexual exploitation of others.
- Provide clearly stated consequences for inappropriate behavior. Stop inappropriate behavior early. Be fair, consistent, and reasonable, matching consequences to the age and ability to the child / youth.
- Do not use corporal punishment such as hitting, spanking or strapping.

##### Appropriate and inappropriate touching

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also important to be aware of, and sensitive to, differences in interpretation to touching based on sex, culture or personal experience.

Some examples of **appropriate touch**:

Love and care can usually be expressed in the following common sense ways:

- Affirming a participant with a pat on the hand, shoulder, or back
- Bending down to the child's eye level and placing a hand gently on the child's hand or forearm
- Putting your arm around the shoulder of a person who needs comfort
- Taking a child's hand and leading him / her to an activity
- Holding hands for safety when changing locations
- Shaking a person's hand in greeting
- Holding a child gently by the hand or shoulder to keep his / her attention as you redirect behavior
- Providing comfort with a wet, warm cloth.
- Providing basic first aid (i.e. band-aids, ice packs, etc.)

Some examples of **inappropriate touch**:

- Kissing a child / youth / vulnerable adult or coaxing them into kissing you

- Extended cuddling
- Tickling
- Piggy-back rides
- Having others sit on your lap
- Touching anyone in any area normally covered by a bathing suit (
- Hand holding, except for the examples listed above
- Stroking a child / youth's hair
- Hugging, where an adult knows or ought to have known that hugging is inappropriate.

#### **Dealing with a participant's inappropriate behaviour**

The best approach to dealing with inappropriate behaviour is thoughtful prevention. If a volunteer has been adequately prepared for their task, makes clear statements about expectations, and provides an engaging program, inappropriate behaviour will be avoided or reduced. If, however, a child / youth / vulnerable adult's behaviour is unacceptable, these practices must be followed:

- Tell or remind the child / youth / vulnerable adult what is expected.
- If it is necessary to speak to a child / youth / vulnerable adult in private, move to a quiet place in view of others. Seek supervisory help if needed and if available.
- Keep children / youth / vulnerable adults from harming themselves or others.
- If necessary, engage another adult to help you remove the child / youth / vulnerable adult from the situation, to enable yourself to calm down.
- Discipline with children and youth must be limited to talking and time out. Correction to a vulnerable adult must be limited to talking to a vulnerable adult or his / her guardian.
- Provide a 'time-out' space for younger children on one side of the room until they are ready to rejoin the group. The 'time-out' should be no longer than one minute for each year of the child's age.
- Inform the parent / guardian of the problem and work co-operatively with them. They may have good ideas of how to deal with a particular situation.

**Do not use corporal punishment (such as hitting, spanking or strapping) under any circumstances.**

#### **Washroom Procedures for Preschool and Kindergarten**

Every group providing a program or ministry for children / youth / vulnerable adults must determine the washroom procedure that will be followed in that program at the time of determining the risk. This is particularly critical with pre-school children and some vulnerable adults who must have help to use the washroom. Here are guidelines:

- Children under the age of 6 who need to go to the washroom should be accompanied by a parent who escorts the child to the washroom and checks the bathroom for safety. No adult or teen helper is ever to be in a closed washroom or cubicle with a child. If another adult is not available, the adult who accompanies the child should position him / her in plain view at the open door of the washroom. A volunteer or teen helper may stay behind with the remaining children.
- Children aged 6 and over may go to the washroom with a "buddy."
- Male personnel are not to accompany female children to the washroom.
- If there is an emergency bathroom situation, the parent or supervisor should be notified immediately.
- Vulnerable adults may need special bathroom aids, assists bars, and so on. It may be necessary to ensure that cleanliness follows use.

#### **6. The Covenant of Care for Destiny Christian School**

- I promise, in all my relationships with children / youth / vulnerable adults, to follow appropriate action as defined in this information package.
- I promise to use only the physical contact that is deemed appropriate by the document (Abuse prevention policy), which I have read and understand;
- I promise to use appropriate language;



- I promise to show no bias based on gender, ethnic background, skin color, intelligence, age, religion, sexual orientation or socio-economic status;
- I promise that I will not harass others;
- I promise to respect confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, then I will report to a child protection agency or the police.

**I have read and agree with the Covenant of Care and have been given opportunity to discuss any questions or concerns that I may have.**

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name & Signature: \_\_\_\_\_

**I have read and agree with the Destiny Christian School policy as outlined in the introduction package. I have also had opportunity to ask any questions or discuss any aspect of it that I may require.**

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name & Signature: \_\_\_\_\_

## Incident Report - Confidential

Reported by: \_\_\_\_\_ Report Date & Time: \_\_\_\_\_

Full Name of Student: \_\_\_\_\_ Age/Grade: \_\_\_\_\_

Reported to:

- ☐ Principal
- ☐ Parent/Guardian
- ☐ Teacher
- ☐ Other (Adult): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Notified: Yes / No

If yes, date/time of notification: \_\_\_\_\_

Names of witnesses: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Description of injuries sustained: \_\_\_\_\_

Description of action taken: \_\_\_\_\_

Additional information you think is relevant: \_\_\_\_\_

Direct quotes from child/youth/adult:

(Note: If this is an abuse allegation, do not interview the child/youth, but report only the comments they share with you.)

*I hereby confirm that the information provided in this report is accurate to the best of my knowledge.*

Name and position of person making report: \_\_\_\_\_

Teacher's Signature

Principal's Signature

Parent's Signature

# DCS Volunteer Application

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## PARENT Application Form for Volunteering

In our desire to reduce the risk of abuse within our school, we believe this information is necessary to protect our children, our youth, and our volunteers and to effectively place our volunteers in the right position. Thank you in advance for your partnership.

### Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Information About Your Ability to Work with Children and Youth

To provide a safe and secure environment for our school's students, we believe it is necessary to ask the following questions as part of our volunteer application process. All information will be kept in confidence by school leadership and the team and will not be disclosed by the school unless required by law. Answering "yes" to any of the following questions may not necessarily prevent you from volunteering with the school. Thank you in advance for understanding.

1. Are there any circumstances involving your lifestyle or history that could call in to question your ability to work safely with children or youth in a Christian environment? (e.g. use of pornography, use of illegal substances, etc.)  
\_\_\_\_\_
2. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons?  
\_\_\_\_\_
3. Do you have any health concerns which could impact your ability to perform the functions of the volunteering at Destiny Christian School? (Note, this does not exclude you but is just for the sake of the awareness of the team so your position can be suitable for you.) \_\_\_\_\_
4. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at Destiny School? \_\_\_\_\_

### References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference: \_\_\_\_\_  
Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_  
Nature of relationship: \_\_\_\_\_
2. Name of Reference: \_\_\_\_\_  
Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_  
Nature of relationship: \_\_\_\_\_
3. Name of Reference: \_\_\_\_\_  
Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_  
Nature of relationship: \_\_\_\_\_

I, \_\_\_\_\_, hereby give permission to Destiny Christian School to contact the above references to verify that I am qualified to work with children, youth, and vulnerable adults in a Christian environment.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name & Signature: \_\_\_\_\_

***\*\* Information received is confidential and is being gathered for the purposed of screening ministry personnel and placing them into ministry with children. The information gathered here will be used for the purposes of supporting the ministries at Destiny Christian School.***

**Office Reference Only:**

- |  |  |
|--|--|
| <input type="checkbox"/> References Called           | <input type="checkbox"/> Experienced Volunteer – References Waived |
| <input type="checkbox"/> Police Record Check on File | <input type="checkbox"/> Child Intervention Check on File          |

Renewal Date: \_\_\_\_\_

## Application Form for Volunteering

In our desire to reduce the risk of abuse within our school, we believe this information is necessary to protect our children, our youth, and our volunteers and to effectively place our volunteers in the right position. Thank you in advance for your partnership.

### Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Personal History

Hobbies, Interests, Skills: \_\_\_\_\_

Volunteer Experience or part time jobs: \_\_\_\_\_

### Spiritual History

Which church do you attend? \_\_\_\_\_ How long have you attended? \_\_\_\_\_

Do you regularly attend (2 or more services a month)? \_\_\_\_\_

When did you accept Christ as your Saviour? \_\_\_\_\_

In a brief paragraph, describe what your faith means to you. \_\_\_\_\_

### Information About Your Ability to Work with Children and Youth

To provide a safe and secure environment for our school's students, we believe it is necessary to ask the following questions as part of our volunteer application process. All information will be kept in confidence by school leadership and the team and will not be disclosed by the school unless required by law. Answering "yes" to any of the following questions may not necessarily prevent you from volunteering with the school. Thank you in advance for understanding.

1. Are there any circumstances involving your lifestyle or history that could call in to question your ability to work safely with children or youth in a Christian environment? (e.g. use of pornography, use of illegal substances, etc.)  
\_\_\_\_\_
2. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth, or vulnerable persons?  
\_\_\_\_\_
3. Do you have any health concerns which could impact your ability to perform the functions of the volunteering at Destiny Christian School? (Note, this does not exclude you but is just for the sake of the awareness of the team so your position can be suitable for you.)  
\_\_\_\_\_
4. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at Destiny School?  
\_\_\_\_\_

### References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference: \_\_\_\_\_  
 Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
 How long have you known this person? \_\_\_\_\_  
 Nature of relationship: \_\_\_\_\_
  
2. Name of Reference: \_\_\_\_\_  
 Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
 How long have you known this person? \_\_\_\_\_  
 Nature of relationship: \_\_\_\_\_
  
3. Name of Reference: \_\_\_\_\_  
 Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
 How long have you known this person? \_\_\_\_\_  
 Nature of relationship: \_\_\_\_\_

I, \_\_\_\_\_, hereby give permission to Destiny Christian School to contact the above references to verify that I am qualified to work with children, youth, and vulnerable adults in a Christian environment.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name & Signature: \_\_\_\_\_

**\*\* Information received is confidential and is being gathered for the purpose of screening ministry personnel and placing them into ministry with children. The information gathered here will be used for the purposes of supporting the ministries at Destiny Christian School.**

**Office Reference Only:**

☐ References Called

☐ Experienced Volunteer – References Waived

☐ Police Record Check on File

☐ Child Intervention Check on File

Renewal Date: \_\_\_\_\_

# Honour Code

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I agree that the standards of conduct in lifestyle and morality of middle school students must comply with the Statement of Faith of Home Church.

In particular, but without limiting the generality to the following, I will:

- Habitually read God's Word and be a person of prayer
- Fellowship with like believers and attend church regularly, not as a spectator but as a participant (this includes youth group)
- Build up my schoolmates in their walk with the Lord
- Apply myself to my school studies to develop the abilities of my mind
- Faithfully and promptly attend classes and be prepared by faithful homework completion and study of course material
- Address the faculty and support staff with respect and with a pleasant tone of voice. I will follow the directions of my teachers, knowing they are given to me by God to train me in knowledge and in righteousness
- Yield my personality to the healing and maturing power of the Holy Spirit and earnestly strive to show the love of God toward my fellow man
- Read and keep the Code of Honor and Dress Code of Destiny Christian School
- Practice good health habits and regularly participate in wholesome physical exercise
- Abstain from tobacco, marijuana, alcohol, and illegal substances
- Abide by the standards of God's Word in the area of sexual relationships
- Adhere to the policy of no dating relationships on school grounds
- View my body as designed by God and is not to be abused
- Cooperate fully with the administration as they execute the duties of their office, and abstain from lying or deceptive behavior
- Avoid even the appearance of evil or wrong-doing
- Respect my schoolmates and refrain from harassment of any kind
- Abstain from pornographic material
- Abstain from gambling activities
- Abstain from racist conduct and/or expressing racist viewpoints
- Guard my tongue and abstain from profane or blasphemous language
- Keep and honor the Criminal Code of Canada

**I acknowledge that the previous list is not exhaustive.**

I understand that enrollment at Destiny Christian School is a privilege and not a right. I determine to do my best and to support the school and its philosophy of providing a quality and wholesome Christian education. I understand that my signature below indicates my full and unconditional acceptance of the entire Middle School Student Code of Honor and is an agreement between Destiny Christian School and myself. I understand that it will become a part of my permanent file.

---

Signature

---

Date

# Student Code of Conduct

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## Rationale

In keeping with its mission and its Safe and Caring Policy, the Destiny Christian School Society (DCS) is committed to:

- Providing all students with a respectful and safe environment that will cultivate physical, intellectual, social, emotional, and spiritual growth.
- Teaching our students to be respectful and caring toward each other, even and especially when students disagree with each other.
- Providing a student orientation, including written expectations for student behaviour (to students and parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.
- Enforcing all school rules without partiality.
- Keeping records of serious or repeated offences.

## Expected Conduct

Consistent with Section 12 of the School Act and in keeping with the mission and vision of DCS, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

1. Being diligent to pursuing their studies.
2. Attending school regularly and punctually.
3. Co-operating fully with everyone authorized by the board to provide education programs and other services.
4. Complying with school rules.
5. Being accountable for individual behaviours to the teachers and school staff for their conduct.
6. Respecting the rights of others by conducting oneself in a manner that respects others as individuals loved by God, regardless of their group identities and personal characteristics.
7. Ensuring that they contribute positively to the environment and culture of the school.
8. Refraining from and refuse to tolerate bullying or bullying behaviour directed to others in the school, whether it occurs within the school building, during the school day, or by electronic means.

## Unacceptable Conduct

Unacceptable behaviours that may negatively affect a member of the DCS community or the school's learning environment at any time or any place, electronically, in print or in person, will be sanctioned and include, but are not limited to:

1. Acts of bullying, harassment, or intimidation. In keeping with Destiny Christian School's commitment to address and reduce bullying and harassment, no student is permitted to treat anyone in a bullying or harassing manner, regardless of that person's group identity. (See examples of bullying behaviour below).
2. Physical violence.
3. Acts of retribution against an individual who has intervened to prevent bullying or who has been informed about bullying or other unacceptable behaviour.



4. Criminal activities including those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

**Specific Examples of acceptable behaviour:**

- a. Inadvertently causing a student to feel uncomfortable while discussing controversial topics relevant to educational outcomes including matters of human sexuality, religion, ethics and morality, and culture, law and politics;
- b. Civilly disagreeing with an individual on matters of opinion and academic debate, such as human sexuality, religion, ethics and morality, and culture, law and politics; and
- c. Minor physical force, such as what is required for sports and physical activities like soccer, floor hockey and basketball.

**Specific Examples of unacceptable behaviour (bullying and harassment)**

- a. Name-calling, insulting, accusing, and all other purposeful attempts to hurt or degrade an individual;
- b. “Making fun” of individuals or otherwise purposely attempting to embarrass or disrespect individuals by commenting negatively on the personal characteristics of an individual;
- c. Any threats, including threats to disclose personal information or to attempt to damage an individual’s reputation;
- d. Purposeful attempts to intimidate others through words or actions that are reasonably considered to be threatening;
- e. Pushing, slapping, punching, grabbing and all other acts of physical aggression.

## Consequences

DCS will investigate each instance of unacceptable conduct and pursue appropriate disciplinary action in a manner consistent with the school’s student discipline policy.

In the assessment of the potential consequences of unacceptable behaviour, the school shall also consider a student’s age, maturity, individual circumstances, and frequency of the misconduct. In addition, the specific circumstances of the situation and of the student must be considered when determining appropriate responses to unacceptable behaviour.

## Support

DCS recognizes it is important to support both the individuals who may have been the subject or victims of unacceptable behaviour, and to support the offenders of unacceptable conduct to improve their conduct.

Supportive actions from DCS may include as appropriate, but are not limited to:

1. Involving parents early in the support process.
2. Opportunities to be mentored by a member of the school student body or Home Church community
3. Regular follow-up meetings of specific teachers with focused attention to the specific needs of individual students.
4. Referrals to professional counselling services and appropriate outside resources, as needed.
5. Actions taken to ensure fair resolutions with students and staff.

# STUDENT ACCEPTABLE USE OF TECHNOLOGY

## Definitions

For purposes of this procedural directive, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to, cellular phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

For purposes of this procedural directive, "instructional day" means the period between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

## Rationale

Destiny Christian School is implementing the new policy this school year. Students' digital devices and cellphones must stay inside lockers or backpacks unless they are being used for learning in the classroom.

We were finding that the use of cell phones during breaks is interfering with students' learning. Afterward, it is hard for them to focus. Numerous studies have linked prolonged screen time, and social media use to sleep deprivation, depression, and even developmental lags in young children. We want to create a culture where students prefer to interact more and not be on their devices.

## General Provisions

Destiny Christian School shall provide computer-related technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. The use of Destiny Christian School technology resources shall be granted to students to enhance education-related functions. Individuals who use the Destiny Christian School network shall consent to be monitored.

Destiny Christian School shall use several procedures to ensure students are protected while using the Internet, including, but not limited to, website filtering.

It is essential to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, Destiny Christian School cannot guarantee that students will not reach an inappropriate site. It shall be the student's responsibility to report any inappropriate site or posting to a school official or teacher.

This procedural directive outlines appropriate use and prohibited activities when using all technology resources and electronic devices. Every student shall follow all the rules and conditions listed.

## Student Acceptable Use of Personal Electronic Devices

### Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school grounds, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school employees shall be permitted.
3. **All students may use these devices on campus before the school day begins (8:45 AM) and after school ends (3:20 PM). In addition, only students in grades 6-9 may use such devices during their two recesses but not during lunch while eating.**
  - a. *Destiny Christian School will also have occasional **E-FREE Days** (Electronic Free) where all students and staff will be encouraged not to use personal electronic devices during the school day.*
4. These devices shall be kept out of sight and powered off or silenced during the school day and any school-sponsored activity, meeting, or practice held on Destiny Christian School property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
  - a. The student or a family member has a particular medical circumstance.
  - b. The student uses the device for an educational or instructional purpose with the teacher's permission and supervision.
5. Personal electronic devices shall be permitted on school buses, as authorized by the driver. Use of personal electronic devices will not be permitted if it disrupts the school bus.
6. Student use of personal electronic devices shall be prohibited in areas including, but not limited to, hallways, classrooms, bathrooms, and the gym.
7. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked for students at school. Blocked sites include but are not limited to social networking sites.
8. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. The student's parent/legal guardian's responsibility is to retrieve the device according to school procedures.

Violations	Consequence
1 <sup>st</sup> confiscation	Student must retrieve their device from the classroom teacher at the end of class.
2 <sup>nd</sup> confiscation	Students must retrieve their device from the office at the end of the day.
3 <sup>rd</sup> confiscation	Parent/guardian must retrieve the device from the office at the end of the day.

## Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on school grounds, school events, or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity that may be in violation of the *Destiny Christian Honour Code*.

## School Staff Rights and Responsibilities

1. Destiny Christian School shall not be responsible for the theft, loss, or damage to personal electronic devices brought to school by a student while the device is under the student's care. Destiny Christian School shall be responsible for the theft, loss, or damage of personal electronic devices if the school employee demonstrates a reckless disregard for internal procedures developed by the school.
2. The school shall develop internal procedures for staff concerning the confiscation of personal electronic devices. These procedures shall include but are not limited to, expectations that the staff will immediately secure the device and turn the device into the school designated location, develop a process for parents/legal guardians to retrieve devices, and record when the device was confiscated and why.
3. School staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, school staff shall follow all school procedural directives and processes.
4. School staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, school staff shall ensure the following conditions are met before searching:
  - a. The search is reasonable at its inception. That is when the context is such that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
  - b. The scope of the search of the content is reasonably related to the objective of the search and is appropriate considering the age and sex of the student and the nature of the suspected violation.

## Acceptable Use of Networks, Including the Internet

### **Social Media/Social Networking**

Student use of social media or social networking that disrupts the instructional process may result in disciplinary action. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of Destiny Christian School activities. All users shall use the computers and computer networks in a responsible, ethical, and polite manner. Violation of this procedural directive shall be grounds for school disciplinary action.

### **Email**

Destiny Christian School may provide email services and systems. The data stored in these systems shall be considered the property of Destiny Christian School. As such, all messages created, sent, received, or stored in the systems shall be considered the property of Destiny Christian School, except for any data covered by copyright or other legal property protection.

### **Internet**

The Internet and other online resources provided by Destiny Christian School shall be used to support the instructional program and further student learning. The goal of providing these resources is to promote educational excellence.

The Internet is a network of many types of communication and information. While the Internet creates new opportunities for learning, research, communication, and collaboration, it also creates new responsibilities for Destiny Christian School students.

### **Internet Safety Education**

Destiny Christian School Internet safety includes Internet safety education. Specifically, Internet safety education shall include lessons on cyber-bullying awareness and response and teach appropriate online behaviors for students. Students shall be instructed in the appropriate use of school technology resources.

### **Student Internet Safety**

Students shall not disclose their full name or any other personal contact information for any purpose on the Internet. Personal contact information includes address, telephone, or school address. Students shall not share or post privacy-revealing personal information about themselves or other people. Students shall tell their teacher or other school employees about any inappropriate message they receive or make them feel uncomfortable. Students should not delete the message until instructed to do so by a staff member. Students should not provide their passwords to anyone under any condition. Students must immediately tell their teacher if their password is lost or stolen or think someone has gained unauthorized access to their accounts.

## Student Responsibilities

1. The student whose name an online services account is issued shall always be responsible for its proper use. Students shall keep personal account numbers, home addresses, and telephone numbers private. Students shall use the system only under their own account number. Passwords are private and not to be shared with others.
2. The school's system shall be used for purposes related to education.
3. Destiny Christian School shall reserve the right to monitor any online communications for improper use. School officials may monitor or read electronic communications and downloaded material, including files deleted from a user's account.
4. Inappropriate online communications may result in the cancellation of network privileges.
5. Only appropriate language shall be used in email, online postings, and other digital communications.
6. Technology resources shall be used responsibly.
  - a. The network shall not be used for illegal or commercial activities.
  - b. Users shall not search, retrieve, save, circulate, or display hate-based, offensive, sexually explicit or images or information about weapons.
7. Students shall be prohibited from accessing, posting, submitting, publishing, or displaying harmful material that is threatening, cyber-stalking, obscene, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
8. Students shall not use electronic communications to encourage the use of drugs, alcohol, weapons, or tobacco, nor shall they promote unethical practices, or any activity prohibited by law or district policy.
9. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
10. Students shall not read other users' email or files; they shall not attempt to delete, copy, modify or forge other users' mail.
11. Students shall not assume another person's identity.
12. Students shall report any security problems or misuse of the services to the teacher, principal, or other Destiny Christian School employee.
13. Students and parents, and/or legal guardians shall sign this Acceptable Use Agreement before a student can use the Destiny Christian School network.
14. Students who fail to abide by the school's rules may be subject to disciplinary action, revocation of their user account, and legal action as appropriate.
15. Students shall not make any attempt to circumvent network security.

## Copyright Violations

Copying, selling, or distributing copyrighted material without the author's express written permission or publisher (users should assume that all materials available on the Internet are protected by copyright), and engaging in plagiarism (using other's words or ideas as your own) shall be prohibited.

## Privacy

Network and Internet access shall be provided as a tool for education. Destiny Christian School shall reserve the right to monitor, inspect, copy, review, and store, without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of Destiny Christian School, and no student shall have any expectation of privacy regarding such materials.

# Transportation Contract

*Student and parent must sign this contract before your child will be able to ride the bus.*

## Notes to Parents

1. The bus driver will not drop children off anywhere except the regular stop after school. (Change in plans, or appointments, are the responsibility of the parent to make alternative rides outside the bus).
2. Bus drivers will strive to be on time at your designated pick-up location. Students must be ready and waiting for the bus. The driver will not wait for students who are late.
3. Garbage must be put in bag at the front of the bus. Students violating this will be required to sweep the bus out.
4. An offence will be communicated as soon as possible, and the parents must solve a ride the following day.
5. Weekly tally charts will be kept and handed in by the bus drivers on the student's behavior and these rules will be enforced.
6. We are very concerned for the safety of the students. The attention of the bus driver must be focused on the traffic and roads. If you have any questions, feel free to call the administration office 343-6510-ext 517. (These rules will be discussed with the students who ride the bus. We expect that you as parents will do the same at home. As we work together, we can make the bus experience positive and safe for every child.)
7. There may be the occasional day during the year when the bus will not be available to transport your children, due to vehicle servicing, etc. The school will contact you to make alternate transportation arrangements for your child(ren).

## Discipline will be issued for the following:

### **One with a tally will be immediately given for:**

- Yelling and screaming beyond normal tone
- Taking another student's belongings or food
- Not sitting properly in designated seat (ie: moving from seat to seat, standing in seat, sitting backwards)

*\*Three tallies per week, where applicable, are one offence*

### **One offence will be given immediately for:**

- Fighting, hitting, punching, or kicking
- Throwing items inside or outside the bus
- Making comments to pedestrians
- Sticking head/arms out of the window
- Profanity to bus driver or student
- Disobedience to direction given by driver
- Inappropriate talk or actions to any student
- Spitting

## Weekly Discipline Measures:

- **First offence:** one day off the bus
- **Second offence:** two days off the bus
- **Third offence:** three days off the bus
- **Fourth offence:** one week off the bus
- **No change in behavior:** removed from the bus program

*We, the undersigned, have read the above transportation contract and agree by them.*

\_\_\_\_\_  
Student(s)

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Driver

\_\_\_\_\_  
Administrator