

General CC/CC+ Information

Parent Handbook

The Parent Handbook you receive from your CC Campus Lead has a lot of important information so please save it so that you can refer to it throughout the year. The information below and in our [CC FAQ page](#) also applies to our CCs.

Most CCs have a Parent Orientation Meeting before the first class, where the coordinator will review the ethos and expectations for the classes, introduce the teachers and assistants, and field questions. We expect that at least one parent of each family attends. Please note the Scheduled Dates of Classes in your agenda/calendar and plan to attend, as each class is about a week's worth of learning in a campus school.

Instructors will be in touch with you about the following:

- What to bring with them to class (for the first day and any other time something special is needed)
- Homework or practice for the next class (to be sent within a day or two of the class and when applicable)
- How you can best contact them about missing a class, or any questions or concerns you may have
- End of term comments (CC) or report cards (CC+)

Email is the primary method of communication with your Coordinator and the Instructors on-site. If your child is sick, please keep them home. If your child has symptoms caused by allergies, please inform the teacher or campus lead. If your child misses a class, please let their instructor AND the coordinator know ASAP and then be in touch with the instructor about what they missed. It does matter to the instructor if there is a student missing, even in larger classes!

Cancellation of Classes:

If there are extreme weather conditions or a closure is declared in the local School District, classes will be cancelled. I will notify you all by email with as much notice as possible. If classes are cancelled due to extreme weather, there will be no make-up class!

CC Contact Information:

There will be the names, grades/subjects and email for each teacher provided.

Maintaining Campus Health Safety

Our campus will be following protocols listed by the Ministry of Education. Precautionary measures may include:

- daily cleaning of high-touch surfaces
- regular hand washing routines (using hand sanitizer when sinks are unavailable)
- asking students and all those on-site who are sick to stay home
- monitoring the health of those present
- appropriate use of space and distancing

Reducing the Risk

Please remind your children to:

- Wash their hands frequently and thoroughly using soap and hot water and keep their hands to themselves
- Practice other good hygiene habits: do not touch one's face/eyes/mouth with one's hands and cover one's mouth and nose when sneezing or coughing.
- Clean and disinfect frequently touched workspace surfaces.
- Maintain good general health (eat a balanced diet, get enough sleep, exercise in moderation).
- Illness: If your child is exhibiting **any level of sickness or symptoms** (other than from allergies), please keep him/her at home, to provide care to your child and others in our community.

Behaviour Expectations

While we don't anticipate regular problems, it is good to be clear about expectations and proactively develop a learning environment that grows relationships, encourages learning, and honours God. While these are quite obvious and straightforward, please discuss these with your children before class.

Listening and Focusing:

1. When a teacher or other student is talking, all others should be listening.
2. When you want to say something, raise your hand.
3. If you are chatting with a partner or group, if something is funny, if you've had a break time, enjoy and participate, but then do your best to refocus promptly.

Distractions:

1. Games or toys are reserved for break times and not during class.
2. Please leave all electronics off during class (unless needed for your class).

3. Reserve eating and drinking for snack and lunch time.

For students who 'struggle' to meet the expectations, this will be the standard course of action:

1. For a once-off or infrequent situation, the teacher will talk to the student.
2. For a common recurrence, the student will be sent out of the room to talk with the campus lead, who will inform you so we can chat about it.
3. If the situation continues or for a major occurrence, then the campus lead will set a time when we will all sit down and discuss the issue in order to make a plan for the way forward. It may be that the parent is required to join their child in the class until the problem is changed or resolved.

The aim is that your children and their instructors will develop relationships of mutual respect.

Special Circumstances or Needs – Behavioural, Learning, Medical

On your application, you noted any health or learning needs that your child has. Following the emails received, please fill out the appropriate forms in order to help us care for your child well. If there is anything else we should know about your child with regard to group learning and teaching situations, or if you learn of additional information during the school year, please email the campus lead so the instructors can be best prepared to help your child.

For IE students with EA support, if an EA is absent due to illness and a substitute is not available, please do not send the students for that day, without EA support.

Christian Worldview and Content

HCOS is a Christian IPOL school and therefore, the majority of teachers and students involved in the Learning Groups will be Christians. There is still, however, diversity in faith and practice. Christian and Biblical content will be included in the lessons when it is fitting and natural. In all of our teaching, learning, and communication, our goal is to love and serve God and each other. In doing this, we will develop an atmosphere of respect and generosity. This will be the most important way that we incorporate our Christian faith into our classes.

Homework

If you have any concerns about your child's learning and understanding in the class, please be in touch with the instructor quickly and regularly.

Depending on your child's age and the subject matter, most weeks the instructors will email some homework and practice options. These are aimed to reinforce what is being learned in class as well as to prepare your child for the next class or any upcoming assignments. At CC, homework is

encouraged as your child will gain so much more from their learning if it is completed.

At CC+, homework expectations increase through the grades, and completion is required to finish the course. For K/1, most suggested extension activities for home are optional. For gr 2/3 there will be some homework assignments or projects throughout the term. For grades 4/5, about a half hour of homework is expected each week as assignments or projects, which are supported in class with explanation. In grades 6/7, about 30-45 minutes in each subject area is expected in homework, in grades 8/9, about 45-60 minutes in each subject area is expected, and for grad level students more than 2 hours per subject area should be expected, varying depending on the size of the project, essay, research involved etc.

For PE and Health, students are expected to be active throughout the week for at least 2.5 hours, which can be communicated through the activity log at the end of the parent handbook or by email or other means.

Fire, Earthquake and Lockdown Drills

We will have a fire drill a few times through the year, as well as earthquake drills and one lockdown drill. Some children may be averse to loud noises, so please prepare them for these drills.

What to Bring

We want every child to have a water bottle and lots of snacks, as well as their lunch. They will be given regular opportunities for snack breaks. Please also bring a jacket for outdoor play. NOTE: Our classes are a nut-safe zone due to allergies.

Typical Supplies List for CC

Each week, all students should bring a labelled pencil case/box with the following labelled items:

- 3 sharpened pencils
- eraser(s)
- 12 pencil crayons
- at least 12 markers, including black
- 30 cm ruler
- glue stick
- scissors

Additionally, students in grades 4 and up should also bring:

- 3 blue pens
- binder with 8 ½ x 11" lined paper and some blank paper & 4 dividers

If PE is offered: appropriate clothing and footwear (non-scuff shoes) for PE classes.

Grades 7 and up: Tablet or laptop if possible; required for grades 10 and over

Cell phones should be turned off during class time, or not sent at all.

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