

Administrator's Message

This handbook has been prepared to provide students, parents, and guardians with as much information as possible about Hanover Community Christian School. Please note that it is very difficult to create an all-inclusive document. This handbook is meant to supplement the administration and educator's judgment and discretion in the operation of our school. This document is revised annually, and all interested groups are encouraged to submit their suggestions.

This handbook has been written with our student's best interests in mind. By working together (parents, students, teachers, and administrators), we will be able to provide a fantastic learning experience, that everyone can learn and grow from. To assist with this, it is everyone's responsibility to put their best efforts forward in everything we do here at Hanover Community Christian School.

Along with our best efforts, it is imperative that all students comply with all the safety precautions that have been established for this school year. Stated simply, school administrators, staff, and volunteers have the responsibility of providing students with the most rigorous and comprehensive educational opportunities that available resources allow. That opportunity must be offered within a school environment that is safe, orderly, and conducive to quality academic, spiritual, and social learning. When we are all committed to a safe and quality learning experience, God will help us to move mountains!

Another essential is that students are at school on time and ready to learn for the day. We expect that all of us will treat one another fairly and with a deep concern for the positive values of our school community. With many of our activities going out into the community, or the community coming to us, conducting ourselves in a respectful, humble, and cooperative manner is a must. Take advantage of all the opportunities that are available to you, so that your experience at our school is rewarding for all involved.

Sincerely,

A handwritten signature in cursive script that reads "Emily Cooke". The signature is written in black ink and is positioned below the word "Sincerely,".

Emily Cooke

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School Vision and Guiding Principles

We feel that creating a strong foundation for the Hanover Community Christian School (HCCS) begins with focusing on what the school will represent.

Vision:

The vision of the school is to provide multi-denominational Christ-based education to the town of Hanover and surrounding areas, by providing individually focused education and consistency between home, church, and school. We envision this school will help to build a stronger community and allow students access to classroom and project-based learning.

Guiding Principles:

Bible Centered: The original documents combined as sixty-six books of the Bible are inspired by God and without error. The Bible is our ultimate source of truth and guidance to obey God and grow in His ways, and is the foundation for all of life, including education.

Human Fallibility: We are sinful by nature and have been redeemed by Christ's death on the cross. We need and have a Savior.

A Light to the World: The goal of Christian education is not to isolate from the local community, rather to strengthen it by teaching children to be loving, outward focused, and servant-hearted. While the purpose of this school is to teach children according to our Christian values, we will seek to actively engage with our community in love and service.

Unity of Purpose: Children are entrusted to parents by God and parents are ultimately responsible for training them up in the way of the Lord. Teachers are servants of God and have the office of educating children. Educators will partner with, not replace the parents in this role, and this partnership is best served through good communication, strong parental involvement, and consistent teaching between home, church, and school.

Working Hard for the Lord: In everything, children will be encouraged and expected to give their best effort. God has entrusted the world and everything in it to humans, and has equipped each individual with great ability and gifts, which should be discovered and used to His glory and service.

Registration

Thank you for your interest in enrolling your child/ren in HCCS. We are looking for families committed to Christian education and willing to be actively involved in the school. Please complete the Enrollment Application Form on our website at www.hanoverchristianschool.com.

Once your form is received, you will be contacted for an interview with the Admissions Committee. You will be informed of the date and what you are required to bring to the interview. When all interested families have been interviewed and the Admissions Committee reaches a decision, you will be notified as to what the next steps in the process are.

Returning students and their younger siblings will be given first opportunity for enrollment in the following school year.

If at any time your desire to enroll your child/ren at HCCS changes, please notify the school immediately.

Tuition

The enrollment fee for the 2024-2025 year is \$5,000.00 per student. As this is the school's start-up year, we are not offering any discounts at this time.

Tuition can be paid on a monthly, bi-annual, or single payment basis. Payments must be made at the beginning of the month. Post-dated cheques will be required for monthly and bi-annual payments. Annual payments can be made by debit, cheque, or e-transfer.

Families will sign the Tuition Commitment Form indicating which schedule of payment they will be using. HCCS is a ministry of Hanover Missionary Church and all payments will be made to them, and then directed to the school.

NSF cheques: \$50 will be charged for the first NSF, subsequent NSF's will result in a \$100 fee.

Refund policy: When a family voluntarily withdraws their children from the school, 30 days notice is required. Any pre-paid tuition will be refunded following the 30 days notice. If 30 days notice is not given, tuition will be required to be paid for the additional 30 days.

There may be extra costs associated with special activities. HCCS will make every effort to keep these costs at a minimum.

Daily Schedule and Student Life

Daily Schedule:

8:40 AM	Earliest your child can be dropped off in the morning
8:50 AM	Beginning of school day
10:50 AM	Nutrition Break
11:20 AM	Classes
1:00 PM	Nutrition Break
1:30 PM	Classes

3:10 PM End of day

The school day will conclude with students helping maintain a tidy school environment. They will be expected to help wipe down and tidy up desks, as well as sweep up the school room and any other small jobs that the educator assigns. We believe that working together to keep the school area clean will give the students a sense of responsibility and teach them to care for the environment that they are in.

Arrivals/Departures and Absences

Students should arrive at school beginning at 8:40 AM and will enter the school through the gym entrance. Any students 6 years old and under must be signed-in at drop-off by a parent/guardian or someone who is authorized by the parent/guardian on the child's registration forms. Pick-up takes place at 3:10 PM. Students 6 and under must be signed-out and students will exit from the gym entrance. As the parking lot is located across the street from the building, please be sure to escort younger children for everyone's safety. Please note that parents/guardians will not be permitted to enter the school during drop off and pick up times.

Absences and the reason for the absence must be reported to the school by text or leaving a voicemail by 9 AM. If a student's absence has not been reported and they are not present at morning attendance, the school will attempt to contact the parents/guardians. Any changes that will require a late drop-off or early pick-up must be communicated with the school to ensure your child is ready to go at the correct time. For late arrivals, please text the school phone so that a volunteer can come to the gym entrance and let your child in.

School Closure Policy

School closures and cancellations will be posted to the school's Facebook page/website by 7:30 AM. Group text announcements may also be utilized to distribute this information. Early closure due to weather or emergency will be shared on these platforms as well.

Although it is very rare for early dismissal to happen, parents and students should make an "early dismissal plan" in advance, so that students know where to go and who will care for them in the event of an emergency closing.

Communication Between Home and School

Good communication between parents and educators is vital to the quality of education. Parents are encouraged to communicate with educators either by email, phone call or arranging an appointment to meet. Please note that phone calls will not be answered during

school hours. Additionally, children will be provided with a communication book which they will carry back and forth to school every day. The communication book will be a means for the educator or student to write notes about homework, upcoming assignments or tests, any issues that arose during the day, etc. Parents/guardians can respond and indicate they are aware of what is going on with their child. Progress reports will be issued two times during the school year and parent interviews will take place at the corresponding times.

Parent Concerns

Parent concerns should be first directed to the educator. Should the matter remain unresolved, please take the concern to the parent representative, who may take it to the Board for review and consideration. Open communication is the best way to reach timely and satisfactory resolutions. The school firmly believes in cooperation and collaboration between parents/guardians, students, and the school.

Student Conduct

Student conduct is based on the following relationships:

1. Relationship with God and others.
2. Relationships with those of authority. Students will be respectful in speech and conduct. Disrespect will not be condoned.
3. Relationships with others. No name calling, swearing, or inappropriate language towards one another. Treat each other with respect. Learn to apologize when we fail and seek God's strength to continue living in fellowship.
4. Respect school property. Report any damage done. Be prepared to pay damages if the student in your care is responsible. Accept responsibility for the cleanliness of the school and grounds.

Compliance

Everyone at HCCS is expected to comply with the code of conduct. When students do not it may be for one of two reasons:

Innocent Mistakes:

Reminders, explanations, opportunities to practice, or other assistance may be provided to help students correct their mistakes.

Deliberate Misconduct:

Wilful violation will result in progressive disciplinary action.

- a) All progressive discipline is intended to ensure that students comply with the Student Code of Conduct.
- b) Discipline issues will be dealt with at the discretion of the educator.
- c) Parents will be informed when significant or ongoing issues occur.
- d) A referral may be made to the board when a student persists in misconduct.
- e) Consequences may include such things as a time from a preferred activity, a recess detention, an in-school suspension, or an out-of-school suspension of a day or longer.

HCCS has zero tolerance for violence in any form. The following behaviours may result in a recommendation to the Board of Directors for expulsion of the student:

- Physical hitting or tripping
- Bullying
- Threatening or intimidating
- Inappropriate touching
- Insults or taunting
- Exclusion or shunning
- Destruction of property
- Possession of a weapon

HCCS will strive to provide an academic setting which is positive, respectful, and nonthreatening to the educator, volunteers, and the students.

Technology

Integrating technology into education is a part of everyday life at HCCS. Students will be using shared Chromebooks. Each student will be supplied with information to access their electronic classroom.

As part of our education in technology, students are taught about appropriate use of computers for education, discernment when accessing the internet, and the pitfalls of misuse. If the students misuse the technology, their opportunity to use the technology will be restricted.

Students may not use any of the following personal items at school: cell phones, hand-held games, MP3 players, tablets, and similar electronic devices. They distract from the learning environment and are easily broken or lost. When students bring any of these items to school, they must be stored inside a backpack or similar secure storage.

Dress Code

The dress code at HCCS is based on Christian standards of modesty and neatness and must be followed for school days and all school sponsored events. Students, staff, and volunteers are

expected to reflect a Christian life-style in dress and appearance. They should wear neat, modest, and clean clothing. Since clothes reflect the person wearing them, students will not be allowed to wear shirts advertising beer companies or offensive statements/images. Please read your students' clothing. During warm weather, students are allowed to wear shorts. Shorts and skirts should be a minimum of mid-thigh length and loose fitting. Shirts/top should adequately cover the shoulder area. Midriffs and belly buttons should be covered. Plunging necklines are unacceptable and hats will not be permitted to be worn inside.

When in doubt, leave it at home.

Shoes: Shoes or sandals must be worn at all times. Students are required to have a pair of indoor shoes that stay indoors and can be used in the gym. These need to be non-marking.

Outdoor Dress: Students are to dress appropriately for the weather. In the spring and fall when the weather is very wet, students should wear rubber boots and slush pants. In the winter, students are required to wear a toque, gloves, snowpants, and boots. If a student isn't dressed for the weather, they may not be able to participate in outdoor activities. Older students can choose not to wear splash/snow pants; however, they must be responsible in keeping their clothing dry and mud free.

Accidents happen, and when students are too wet or muddy after outdoor time it can be difficult to continue learning. It is therefore recommended that students (especially younger students) have a spare change of clothing.

Swim wear: For school sponsored swimming times, girls swimsuits should cover their midriffs and boys swim trunks should be loose-fitting.

Relationships/Dating

HCCS does not endorse dating among elementary students. We understand that during adolescent years, "crushes" may develop. Relationships are not endorsed at school. It is our belief that students are best served focusing on healthy friendships, fun, extra-curricular, and, of course, academics while at school. We recognize that opinions outside of this belief may be present among families. Respectfully, we ask that families continue to support the vision and mission of the school in this area, as all other areas. Elementary school relationships have proven to lead to messy dynamics in the classroom that infiltrate the school day negatively.

Sex and Sexuality

HCCS holds a historical Biblical world view for sex and sexuality which will be taught in health class at an individually appropriate level. Conversations that would fall under the umbrella of sex and sexuality are not acceptable conversation outside of health class. We recognize that

opinions outside of a historical Biblical world view may be present within the school community. Respectfully, we ask that families continue to support the vision and mission of the school in this area, as all other areas.

Volunteering

Volunteers are welcomed and encouraged at HCCS. They are considered a vital and valued aspect of HCCS, both as enrichment and a way to close the gap between tuition revenue and operating expenses. It is expected that each family will contribute their gifts, experience, and time through their involvement during the year. There will be many opportunities for volunteering.

Volunteer Possibilities:

- Helping in the school directly with the students
- Serving on a committee
- Preparing craft materials
- Helping out on a field trip
- School secretary
- Parent representative to the board
- Sharing a special talent/skill with the students

There are endless opportunities for you to be part of the HCCS community. Volunteers who will be in the school and interacting with the students on a regular basis will be required to complete Plan to Protect and a Vulnerable Sector check. There may be specific volunteer opportunities when the volunteer is not required to be alone with the children where Plan to Protect is not required, but this is at the discretion of the Board.

Please note that volunteers will be required to find their own replacement should they be unable to fulfill their commitments. The replacement must have Plan to Protect, a Vulnerable Sector check, and be approved by the Volunteer Screening Committee, if they will be working directly with the children. The school will provide and maintain an updated list of all qualified volunteers.

Each family will be required to complete a minimum of 200 hours per family of volunteer hours. These hours can be completed by the parents/guardians, extended family members, or even community members who are willing to donate their volunteer hours to specific families. While 200 hours may feel daunting initially, we believe the community will come together to support this school and the families that attend here. Participation on a committee will count toward your volunteer hours. Please choose your top three committee selections, in order of preference on the Enrollment Application Form. Families are asked to keep track of their own volunteer hours using the form provided. The Volunteer Hours Form must be submitted to the school on December 1st, March 1st, and June 1st for review. If volunteer hours are not met,

there may be financial penalties. Volunteers are essential to the function of the school and if there are not enough volunteers, the school cannot open that day.

Cleaning:

Each family will participate in a rotating, weekly cleaning schedule. This will not be considered as part of your required volunteer hours.

Health and Safety

Food Allergy Aware:

HCCS strives to create a safe environment for those people with severe food allergies. Please ensure children's lunches are nut free. This requirement will be reviewed on a yearly basis.

Medications:

The school does not keep or supply over-the-counter medications. If sending medication to school, it should be given directly to the educator in its original container and will be stored in a locked cabinet. The medication must also be accompanied with a complete drug and medication form.

Illness:

Students who are ill should not be at school. Parents/guardians should keep children home who have a fever, upset stomach, cough, or other symptoms. Not only can students not work well when they are sick, but they spread illness to educators and students. If students are well enough to be at school, they are well enough to be outdoors for recess. If a child becomes ill at school the parents will be contacted so that pick up can be arranged.

Injury at school:

Accidents and injury do happen at school. Minor injuries will be treated by simple first aid at the school and reported to parents as deemed appropriate. In the case of a more serious injury, staff will attempt to contact the parents or the emergency contact immediately. Please ensure that the school has the current medical information, health card number, and emergency contact numbers on file.

Head Lice:

Parents/guardians are routinely asked to check their children's hair for lice. The school is to be notified whenever lice are found. A student may re-enter when treatment has been administered.

Fire, Lockdown, and Emergency Evacuation:

These procedures are part of the policies for the building the school is in and practice drills will be held for the students at regular intervals.

School Supplies

Students will be provided with textbooks and notebooks and must take good care of them.

Parents will be responsible for providing:

Kleenex

Old paint shirt (for younger students)

Pencils and crayons

Glue stick

Eraser

Highlighter

Ruler

Calculator

Binder

Lined paper

Pencil case

Other supplies may be requested by the educator throughout the year

Library

All students will have a regular library time. Books are lent out for 1 week. If a book is not returned within the week, the student will not be able to take another book home until the book has been returned or replacement fee has been paid. Please respect the books and give them proper care.

Chapel

Chapel will take place the first Monday of each month at 9 AM, and will include songs, scripture, and a short message based on the teaching theme. Additional chapels may be held for special events or visitors. Parents and siblings are welcome to attend.

Statement of Faith

We believe that in order for there to be consistency between home, church, and school it is important for the school to outline and be clear about what we believe and how that will direct and influence what we teach.

We believe in and teach:

In all that we do, the school board and staff (both paid and volunteer) upholds the Vision, the Statement of Faith, and the Guiding Principles of the school in order to provide individually focused education and consistency between home, church, and school.

1. **The Bible:** We believe and teach that the Bible, consisting of the 66 books of the Old and New Testaments, is divinely inspired, infallible, entirely trustworthy and only final authority in all matters of faith and conduct. The Bible, as originally written under the inspiration and supernatural guidance of the Holy Spirit by human authors, is the Word of God, the supreme source of truth for Christian belief. The Bible reveals who God is, exposes who we are in light of His holiness, proclaims God's merciful salvation through Jesus Christ and teaches and trains Christ's followers how to grow in relationship with God and others.
2. **God:** We believe and in and teach the one true, living and holy God who is a self-existent, eternal, personal Spirit eternally existent as a trinity of three persons – Father, Son and Holy Spirit. These persons are distinct but inseparable, one in essence, power, and glory. God is the transcendent and immanent Creator, Sustainer and Ruler of all things visible and invisible.
3. **God the Father:** We believe and teach that the Father is eternally the Father of the Son, the author of salvation, and now the Father of all who are born again into new life through faith in Christ.
4. **God The Son – Jesus Christ:** We believe and teach that in Jesus Christ the divine and human natures are inseparably united. He is truly God and truly man, the eternal Son of God in the flesh, conceived by the Holy Spirit and born of the virgin, Mary. He came to reveal the Father, announce the arrival of God's Kingdom with word, miracles and deeds, and to offer Himself up as a sinless atoning sacrifice for the sins of the world. He was physically raised from the dead and then exalted to the right hand of the Father.

In fulfilling the earthly mission of His first coming, Jesus demonstrated a life of victory on our behalf over Satan and sin, provided the only way for people to be rescued from sin, and opened the way to live a holy life as participants in the Kingdom of God. He continues now as the only Mediator between God and humanity. Jesus will, at the Father's appointed time, come again in power and glory.

5. **God the Holy Spirit:** We believe and teach that the Holy Spirit – who is fully God and, while not to be confused with the Father and Son, remains one with the Father and the Son in being, majesty, and glory. The Holy Spirit convinces of the need of a saving relationship with God and engages every person who trusts and follows Jesus in a life-giving relationship.

Through His indwelling presence the Holy Spirit gives the believer spiritual life, assurance of salvation, understanding and guidance in all truth, and power to live out the Christian life. The Holy Spirit gives all believers the ability to accomplish God's purposes for their lives with spiritual abilities and gifts to use for God's glory and the service of others.

6. **Humanity:** We believe and teach that God created humankind in His image, male and female, to enjoy a loving relationship with Him and with one another. God specially created humankind as the climax of His creative work on earth and established the family, based on covenant marriage between one man and one woman, as the building block of human community. We believe individual human lives are to be valued from conception, because God loves each one at every stage of life and desires that each one will come to know and love Him.

Through human rebellion against God we have fallen and have come to be marred by a sinful nature. Humanity, apart from Christ, is now spiritually dead and, unless born again through Christ, cannot see the kingdom of God. We, in our own strength, without divine grace, cannot do good works pleasing and acceptable to God or bring glory to Him as we were designed to do. Through the finished work of Christ and God's grace experienced in the influence and empowering of the Holy Spirit individuals are enabled to exercise their will to accept God's gift and will.

Personal acceptance of Christ's redemptive work results in a restored relationship with God and freedom to fulfill our created purpose through the power of the Holy Spirit.

7. **About Salvation:** We believe and teach that, in spite of our rebellion, God still loves all of humanity and has mercifully extended His life-giving grace toward us. Through Jesus' death and resurrection, people who believe in Him are forgiven of sin and declared righteous (justification), are made spiritually alive (regeneration), and are set apart into a never-ending relationship with Him as holy people who are being renewed in the image of God (sanctification).

True belief will be evidenced by heartfelt repentance from and godly sorrow for sin, complete trust (faith) in Jesus Christ as Saviour, and surrender to His will as Lord. Spiritual life will result in spiritual fruit in a life increasingly marked by love for God, fellow believers and the lost.

Salvation is God's gracious gift, to be accepted through faith, through which the believer can be assured of personal salvation which speaks to the past in the forgiveness of sins, to the present of a continuing walk with Christ, and to the future with the promise of resurrection life. Our assurance is in our continuing relationship with Christ by faith. As a result of the saving grace of Christ, the believer can experience a Spirit-filled, Spirit-gifted, and Spirit-led life of victory over sin. In submission to the Spirit the believer's life will show increasing alignment with the Great Commandment and Great Commission of Jesus.

8. **About the Church:** We believe and teach that the true Church consists of all people everywhere who have been reborn through personal participation, by faith, in the death and resurrection of Christ, being called out to become part of the body of

which Christ is the Head. The Church is visible to the world when believers gather in community and when they are active in serving and blessing others in Jesus' name. The Church is the evidence of God's saving work and a strategic part of God's plan to reflect His grace, proclaim His truth, and extend His care to the world. The people of God have been sent on mission to the world – to love and worship God in a spirit of unity, to teach the Word of God, to celebrate Baptism and Communion, to encourage all people to follow Jesus, and to participate in the ever-growing kingdom of God.

9. **About Things to Come:** We believe and teach that God intervenes in the affairs of this world. At the time of God's choosing, Jesus will bodily return to the earth in power and glory to judge and rule the world, as God's Kingdom is fully and forever established. We believe the promise of Scripture that God will create a new heaven and a new earth which will be the eternal dwelling place of those who have been made righteous in Christ.

We believe in the bodily resurrection of all humanity to stand before God for final judgment. Those who have not accepted His life-giving grace will be raised to experience eternal punishment being separated from God and all that is good. Those who have trusted in Christ will be raised to live eternally in God's presence and receive the promised reward.

Acknowledgement

Each parent/guardian enrolling a student in the school, as well as all staff and volunteers, are asked to sign that they support the Vision, Statement of Faith, Guiding Principles, as well as all the other material contained in this handbook. If you disagree with any point, please bring it to the attention of the school for clarification.

Please sign below to indicate that you have read the student handbook in its entirety and will support all of the material covered within it.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date