



School Handbook

2025 - 2026

*Your word is a lamp to my feet and a light to my path.
Psalm 119:105*

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PRINCIPAL’S GREETING

*“We will tell the next generation
the praiseworthy deeds of the Lord,
his power, and the wonders he has done.”
Psalm 78:46*

Coaldale Christian School is a parental school operated by the Coaldale Canadian Reformed School Society. The objective of the Society is to provide an education for God’s covenant youth, which is in accordance with His infallible Word, and with the Confessions as adopted by the Canadian and United Reformed Churches. The education at Coaldale Christian School is therefore Christ-centred and intended to instil a childlike reverence for God’s great and glorious name. The Lord already commanded our forefathers to teach their children His laws, “so the next generation would know them, even the children yet to be born, and they in turn would tell their children”. May the Lord bless this humble endeavour of our parents, grandparents, and all supporters of Reformed Education.

The purpose of this Handbook is to provide parents with a clear understanding of some of the basic guidelines and expectations of the parents and students at Coaldale Christian School. Since a school is a vibrant community, you can always expect that changes are ongoing, and it is therefore important that you keep in touch by reading the many and various notices, which are published or distributed via the students. Our school website, coaldalecs.com is continually being updated with the latest information including all school communications such as the weekly At-A-Glance and monthly Messenger.

You are kindly requested to communicate with the school any wishes, concerns, or encouragements to promote a positive Christian atmosphere and to maintain the unique Reformed character of the school.

Wishing you all a blessed and fruitful year in our Lord.

J. Van Raalte

MISSION, VISION, SLOGAN, AND SCHOOL TEXT

Mission statement: Coaldale Christian School exists to support Reformed Christian parents to fulfill their God-given mandate to educate and train their covenant children to become active disciples of the Lord Jesus Christ.

Vision statement: Coaldale Christian School will provide educational excellence through dynamic, Christ-centered programming to prepare covenant children for a life of Kingdom service.

School slogan: God Lights Our Way.

School text: "Your word is a lamp for my feet, a light on my path" (Psalm 119:105).

PHILOSOPHY OR BASIS OF THE SCHOOL

The basis of the Coaldale Canadian Reformed School Society is the infallible Word of God, as confessed in the Three Forms of Unity: The Belgic Confession, the Heidelberg Catechism and the Canons of Dort. The Society is committed to the following educational principles:

- The instruction and education of the children in the school, as well as in the home, must be in accordance with the Word of God.
- Although the church and the state have their own peculiar interests in the school, the school is not an institution dependent on or belonging to the church or the state, but rather depends on and proceeds from the home.
- Throughout the entire course of the child's education, the fundamental unity of the school and the home must be maintained.
- The child's training must be of a high standard, properly relating the Word of God to all areas of learning and life.

Instruction is given according to the Alberta Program of Studies, modified to fit the philosophy and purpose of the school and the needs of the students. Our teachers are involved in a challenging task - instructing, leading, directing, nurturing, and guiding God's children so that they may be equipped to face their responsibilities, now and in their later life. We could list many objectives - we know that without God's Word and Spirit to guide us we could not even begin our work. Yet we also know that if we ask for wisdom and guidance, we will receive what is needed to carry out our task (James 1).

Some general objectives include the following:

- To reveal and declare to the children their God and Father who desires to be known by them so that they may rightly confess Him and serve Him in their given office.
- To assist the students in their growing understanding of the created world to carry out God's cultural mandate in it.
- To direct the students to realize their God-given place in this world and to live in obedience to God's covenant law.
- To assist the students in developing their skills, knowledge, and talents, so that they may

- be equipped to live a full Christian life as maturing, responsible children of God.
- To provide an educational environment that encompasses these objectives.

These objectives as well as our goals and performance measures are reported on yearly via the Annual Operational Plan, the Three-Year Education Plan and the Annual Education Results Report. These reports are submitted to Alberta Education yearly and are available to all members via the school office or on our website at: www.coaldalecs.com.

We may approach this task with joyful confidence, for we know that our labours will not be in vain if we simply follow the way of the Lord. We will sometimes be frustrated or disappointed; forces of evil may even lead us astray. We should, therefore, communicate often and freely with one another as staff, with the students, with the parents, and with the Board, always being directed by the power of God's Word.

BACKGROUND OF THE SCHOOL

Coaldale Christian School is a Level II Funded Private Christian School and has been operating since 1974. It is supported primarily by members of the Canadian Reformed Churches at Coaldale and Taber as well as by members of Trinity United Reformed Church in Lethbridge. All other enrolments are subject to board approval. The school is open to students with special needs (e.g., those individuals who have learning disabilities) as we do provide an Inclusive Education Program.

Our student body comes from the Town of Coaldale and surrounding area, reaching students as far east as Grassy Lake. The Society is able to provide transportation to students who live on approved routes outside of Coaldale using two buses operated by the Society. Arrangements can be made with Palliser Bussing for students that are not on approved routes at the parents' own cost.

The three sources for funding the day-to-day operation of Coaldale Christian School are government grants, membership fees, and donations.

The school grounds are located on the outskirts of Coaldale, featuring a modern facility consisting of 17 classrooms including a science lab, music room, art room, and computer lab. Additionally, the school boasts a large, modern kitchen facility as well as two gymnasiums. A large staff room is available for the staff as well as offices for administration and inclusive education.

GENERAL POLICY

The principal and staff, in conjunction with the Board and with the Education Committee, see the school as a Christian community, operating on the basis of Christian love and obedience to God and the authorities He placed over us. A spirit of cooperation and consideration for others is our mandate. We trust that students will conduct themselves with such a spirit and that they will cultivate a sense of ownership in their school. If this is done, the observation of the regulations will not be a restriction on anyone's activities.

TENETS OF TEACHING

- Students can only become increasingly aware of God's love for us and His creation through the knowledge of His Word. Spiritual growth is only possible if the Lord works in our hearts.
- Students realize His mighty hand at work in His creation and us. With proper guidance and direction by the teacher we believe the Lord will bless even our flawed efforts.
- Children grow more respectful of authorities placed over them realizing God as Supreme Ruler.
- Students grow in knowledge by means of the “readiness approach”. Students should be ready before moving on to the next step or even the next grade.
- Positive social interaction is encouraged. All social interaction is supervised as much as possible.
- A positive attitude towards school is encouraged by means of showing respect and dignity to all.
- Each child is encouraged to grow at his/her own level of development.
- Each child is encouraged to develop good work habits and a self-motivated learning style.
- Parent/teacher interviews are used to enhance the growth of the child through all dimensions of learning.

INCLUSIVE EDUCATION PROGRAM

Philosophy:

The education at Coaldale Christian School is a process which provides opportunity for spiritual growth, scholastic achievement, social maturity, and physical development. As man is created in the image of God, each receiving special gifts and talents, we recognize that some students may require specialized learning opportunities in order to receive an education that is appropriate for their learning needs.

Conceptual Framework:

Within this philosophical context, programming should meet the needs of students with special needs, wherever possible, and allow access to adapted or modified programming that enables and improves their learning. Effective programming can be delivered in many settings. Placement and settings for students will be determined on an individual basis. One size does not fit all.

Programming:

Programming may consist of some (all) of the following:

Identification (granting of status)

Status or coding shall be granted or removed in accordance with Alberta Education Guidelines.

Assessment

Assessments are conducted to identify learning strengths and needs so that necessary strategies and supports may be implemented.

Informed consent

Informed written consent from the parents must be received prior to any specialized assessment. Consent may be withdrawn at any time.

Coordinated Services and Learning Supports

Services and supports shall be identified in collaboration with the learning team.

Individual Program Plans

An Individual Program Plan (IPP) is required for all students as identified by Alberta Education. The IPP shall be developed and monitored through a collaborative process involving the parents/guardians, members of the learning team, and where appropriate, the student.

Funding

Funding for students with Severe Disabilities (K-12), for PUF (ECS), and Mild/Moderate (ECS) is in addition to base funding. Funding for inclusive supports shall be distributed and allocated as determined by the administration to be based on the annual budget process.

Admission:

Coaldale Christian School is not obligated to admit every student who seeks admission. Only those students that are accepted (in agreement Coaldale Christian School's admission policy) may have access to specialized programming. Upon acceptance and admission to Coaldale Christian School, parents will ensure the following:

Enrollment and Admission documents are filled out and handed in to the office.

Parents are required to submit all assessment reports, including those of specialists, psychologists, health related, and all other related assessments.

Parents meet with the Inclusive Education Coordinator, the assigned teacher and if necessary, the principal to discuss and decide on supports and services.

Placement and supports will be determined after reviewing current assessment data in a manner consistent with Alberta Education special education policies, and in consultation with the parents.

Parental Involvement:

As children are gifts from God to parents, it is their duty to educate them in His holy name. Coaldale Christian School recognizes this authority and as such, expects that parents are to participate, make informed decisions, and be actively involved in supporting their child's education and specific educational needs.

Definitions:

Students with special needs - Students described in section 47(1) of the *School Act* as needing special education programming because of behavioral, communicational, intellectual, learning or physical characteristics or a combination of those characteristics. This includes children with mild, moderate and severe needs and those who are gifted and talented.

Adapted programming - Programming that retains the learning outcomes of the Program of Studies and where adjustments to the instructional process are provided to address the needs of the student.

Modified programming - Programming where the learning outcomes are significantly different from the provincial curriculum and are specifically selected to meet students' special needs

Inclusive Education Handbook:

For a more in-depth look at the Inclusive Education Program at Coaldale Christian School, an Inclusive Education Handbook is available upon request.

MEMBERSHIP FEE STRUCTURE

Parent Fees - \$600.00 per month or \$7,200.00 per year

Member Fees (incl. ECS) – \$275.00 per month or \$3,300.00 per year

Single/Senior Fee - \$150.00 per month or \$1,800.00 per year

Married (<25 with no children in school) - \$150 per month or \$1,800.00 per year

Single (Under 25) Fee - \$ 75.00 per month or \$ 900.00 per year

GENERAL SCHOOL INFORMATION & CONTACTS

Board of Directors

Chair	James Bareman (2027)
Vice Chair/Secretary	Pete Harthoorn (2026)
Treasurer	Colleen Van Dyk(2026)
Building, Grounds & Transportation	Jacob Wiebe (2028)
Education Committee	Ivan Veurink (2027)
Promotion Committee	Nancy Winkelaar (2028)

Committees

Education Committee

Ivan Veurink (Chairman)
Jeff Van Raalte (Admin)
Quinton Harthoorn (High School Teacher)
Johanna Wielenga (Elementary Teacher)
Anna Bareman (Library Committee)
Melissa Winkelaar (Parent)
Stephanie Van Middelkoop (Parent)

Promotion Committee

Nancy Winkelaar (Chairman)
Deanna Hiemstra
Caleb Slomp
Ben Van Oene
Tracy Vander Heide
Antoinette Labuschagne (Staff Liaison)

Building, Grounds and Transportation Committee

Jacob Wiebe (Chairman)
Dean Bareman
Doug Veldman
Gerrit Beekman
Adriaan Oosterkamp

Personnel Committee

Pete Harthoorn (Chairman)
Colleen VanDyk
James Bareman
Jeff Van Raalte (Admin)

For Gym Rentals Contact the school office.

Library Committee

Hetti Bultena (Librarian)
Jolene van der Molen
Darlene Van Dellen (Staff Liaison)
Nancy Winkelaar
Kari Harthoorn

School Staff

All email addresses are the “firstname.lastname@coaldalecs.com”

<u>Elementary</u>	<u>Cell #</u>	<u>Educational Assistants</u>	<u>Cell #</u>
Ruth Vanden Heuvel (ECS)	403-795-7477	Bonita Dykstra (FT)	-
Zelda Momberg (gr.1)	403-330-8377	Sadie Haan (FT)	-
Mercia Calitz (gr.2)	403-715-9235	Margriet Hoogerdyk (PT)	-
Antoinette Labuschagne (gr.3)	403-635-8880	Karolien Hummelman (FT)	-
Darcie Wielenga (gr. 4)	403-849-2691	Kristine Neufeld (PT)	-
Charlene Anom (gr. 5)	403-635-6765	Jorike Vandemunt (FT)	-
Johanna Wielenga (gr.5/6 & VP)	403-635-9456	Destaney Vanden Akker (PT & Home Ec)	-
Cheryl Fennema (gr. 4-9)	587-257-8967	Helena Van Leeuwen (FT)	-
		Leanna VanderHooft (FT)	-
		Lynnette Voth (FT)	-
		Esther Ypma (FT)	-
		Kristen Veenendaal (FT-EA Coordinator)	403-360-5773
		Jenn Slomp (PT-Academic Advisor)	587-220-1040
 <u>Junior/Senior High</u>		<u>Part-time Specialists</u>	
Denise Meyer (gr.7/8)	403-360-7289	Hetti Bultena (Art)	587-574-9050
Darlene Van Dellen (gr. 9)	403-715-0575	Anna Bareman (Home Ec.)	403-894-2971
Quinton Harthoorn (gr.10)	403-330-8237	Curtis Meyer (Physed 7-9)	403-360-1381
Ash Diek (gr.11/12)	403-849-2048	Christine Schoen (Art 4-6)	
Loren Visscher (gr. 11/12)	403-360-3175	Ryan Sikma (Coding)	
Jeff Van Raalte (Principal)	403-894-1909	Jolene van der Molen (Drama 9-10)	403-892-2278
 <u>Administrative Assistants</u>		<u>Custodians</u>	
Rachel Diek	403-315-9260	Harley Breukelman	403-894-9635
Tineke Doeve	403-345-4405	Sandra Breukelman	403-894-5558
		Michelle Bultena	403-331-8565
		Trish Mackay	403-915-6155

SCHOOL HOURS AND REGULATIONS

Bell Times

8:30	Warning Bell	
8:35	Classes Begin	
10:44	Morning Recess	
11:04	Classes Resume	
12:28	Noon Hour Begins (K-6)	1:08 Noon Hour Begins (7-12)
1:08	Afternoon Classes Begin (K-6)	1:52 Afternoon Classes Begin (7-12)
3:15	End of Afternoon classes/Students Dismissed	
3:20	Buses Leave	

Entrances

Grades K,2,3 enter through the east entrance.

Grade 1 enter through the main entrance

Grade 4 enter through the north entrance (by the small gym)

Grades 5-6 enter through the south entrance. (by the music and art room)

Grades 7-12 enter through the student lounge

Elementary students are to remove outdoor footwear. Footwear is to be placed on shelves provided at the entrances. Coats are to be hung on the coat hooks in the hallway.

ASSEMBLIES & DEVOTIONS

Special Assemblies are held for School Opening, Thanksgiving, Reformation or Remembrance Day, Christmas, Easter, Ascension Day, School Closing and Graduation. Full school assemblies are held 4-5 times each year that connect to the school theme for that year. Effort will be made to invite ministers from the local Reformed churches to take part in these assemblies.

Grades 7-12 will typically have an assembly on first school day of each week unless there is a special assembly being held that week. Elementary will have at least one assembly each month led by the elementary teachers.

COALDALE CHRISTIAN SCHOOL POLICIES

STUDENT RULES & REGULATIONS

General

- Students are expected to show Christian love and concern in the classroom and on the playground.
- Proper respect must be shown to everyone.
- Proper respect must be shown for the building and other students' property.

Admittance and dismissal of students

- Elementary students should line up promptly when the bell rings.
- Elementary students are expected to stay outside until a teacher opens the door and receives the students. High School students may enter the school upon arrival through the student lounge entrance.
- Elementary students must remove outdoor footwear when entering the school.
- Students are not allowed to stay in the school at the end of the school day, unless the classroom teacher grants permission.
- Students will be dismissed promptly at school closing times.
- Dismissal shall be in an orderly manner.
- In good weather, elementary students must go outside during recess and noon hour.

Rules

- Staff room, supply rooms, office, and janitor's room are off-limits to students.
- Permission must be obtained from a teacher before a student is allowed to use the phone.
- No shouting, throwing objects, or running are allowed in the school.
- Littering, fighting, and foul language will not be tolerated.
- Students should not loiter in the hallways during recess and noon hour.
- As a rule, bathrooms should be used only at recess and at the beginning and end of the noon hour.
- The washrooms are to be kept clean.
- Washrooms and change rooms are not to be used for storing clothes and personal belongings.
- Gum chewing is not permitted during school hours on school property.
- Students in grades K-9 may only leave the school grounds with the permission of their parent and a teacher.
- Outdoor shoes, coats, or PE clothes should not be worn during the school day in the classroom.
- All students must have indoor shoes at school.
- Eating food is not permitted in the gym or library. Students are responsible for cleaning up after themselves and must keep the school and the playground free of food waste.
- No eating is permitted during class time.
- All students are offered school agendas and are encouraged to use them.
- The students are responsible for the cleanliness of their lockers and may lose the privilege of its use if this is not maintained.
- There will be two teachers on supervision each recess and noon hour.
- Public displays of affection are not permitted.
- Cell phones are not allowed in classrooms, washrooms, or change rooms.
- Students may not travel in other student's vehicles during school hours or to and from school functions without a written permission slip.
- Students are not permitted to wear hats during school hours.

Playground

- Kicking games must be played away from the building and away from the swings and playground.
- Climbing fences or trees is not permitted.
- Students may not use hard balls on the playground.
- Snowball throwing will not be allowed, unless under the direct supervision of a teacher.

DISCIPLINE

The aim of discipline in our Reformed school is to develop a clear understanding of how students are to live a life of obedience in the service of the Lord. Discipline is part of our task of teaching

and should be used to reprove, correct, punish, or counsel the students out of love in accordance with Scripture.

- Each teacher is expected to establish a set of class rules.
- Each teacher is expected to take care of discipline cases or problems occurring in his own class as much as possible.
- If a teacher cannot maintain discipline with a student in their class the problem will be brought before the principal.
- Suspension of students will occur when blatant disregard has been shown for other students, teachers, or the school. This suspension can be from certain school activities or be an in school or at home suspension at the discretion of the principal. Suspension of a student will be reported to the parents and the Board.
- Expulsion is the Board's prerogative upon the recommendation of the principal.
- After-school detentions will be given for blatant disobedience of school rules and for failing to submit assignments regularly. Parents are responsible for the transportation of their children in these cases.

SUSPENSION/EXPULSION OF STUDENTS

Section 7 of the School Act clearly lists the reasons for which a student may be suspended or expelled from school. Section 19 provides the source of authority by which students may be suspended or expelled. The principal may suspend a student from school for up to 5 consecutive days.

Some reasons for suspension or expulsion may include:

- Open and perpetual opposition to authority.
- Continuous abuse or harassment of other students.
- Wilful disobedience.
- Use of improper, profane, or obscene language.
- Conduct injurious to the moral tone or well-being of the school.
- Truancy and irregular attendance for which there is no valid excuse.
- Destruction, damage to, or loss of school property.
- Wilful destruction or disobedience on school buses.

The parents are notified of the suspension and the circumstances surrounding it. Should a student not be reinstated within five school days, the Board must become involved to rule on the situation.

Parents and students have the right to be heard by the Board before a final decision regarding further suspension is reached.

The steps for expulsion are as follows:

- Except in cases of flagrant abuse or crime, there will be a period during which the child will be admonished and perhaps suspended. The staff will consult with the parents about behaviour or attitude of their child. The principal will inform the Board of any actions taken.
- When the staff deems that a student no longer responds to correction and that his/her presence threatens the well-being of others, the principal will inform the Board of the need to proceed with expulsion.
- The Board will proceed with formal expulsion by visiting the parents and setting the length of time for which a student will be expelled. Normally, an expulsion will last the duration of the current school year.
- Re-entry to school will take place via an interview, which will include the parents and student, staff and Board representatives after the conclusion of the set expulsion period. This interview must satisfy all parties regarding the student's willingness to show amendment of past behaviour and to submit to the expectations of covenantal living.
- During an extended suspension or an expulsion of a student, the school remains responsible for the education of that student for the remainder of the year.

ATTENDANCE

General Attendance Policy

- Regular attendance is an obligation parents accept by registering their child at the school.
- Attendance is checked each morning and afternoon. It is mandatory that parent's phone (403.345.4055) or email the school (office@coaldalecs.com) if a student is not able to attend on a particular day.
- Teachers may set specific attendance requirements for their classes. Be sure you know these and the consequences for violation.
- If a student has a good reason for leaving the school before the end of regular class time, request in advance permission to leave early.
- Should a student know that he/she will be absent for a certain day for reasons such as doctor appointments, etc., students are required to have their parents contact the school in advance of this planned absence. Students will be required to make up missed work. Missed examinations may or may not be rescheduled. This is dependent upon the discretion of the teacher or government regulations.
- In the event of an extended absence of 3 or more days, parents are requested to complete the Extended Unexcused Absence form at least 2 weeks prior to the absence. This form must be signed by all teachers of the student(s) who will be absent.

High School Attendance Policy

- Attendance in the high school grades will be taken each period. Students are expected to arrive on time for their classes and attend all of their classes.

- A student will receive an incomplete in any course if he/she has more than 10 unexcused absences per semester. *For semester courses, there are 2 classes per day so 5 missed days would result in 10 absences.*

Excused and Unexcused Absences

- An excused absence is any absence which is the result of an illness or an absence which is granted by the administration. Participation in school sponsored activities such as Fieldtrips, Student Exchange Programs, School Sports Teams et cetera may warrant an excused absence. All other absences are considered unexcused absences.
- Regardless of the type of absence, it is the responsibility of the student to make sure that all assignments, tests, and the like are submitted or completed in the time period prescribed by the teacher. Teachers are **not** required to allow students to write their tests if they missed school due to an unexcused absence but are encouraged to be discretionary.

Lates

- Students are expected to arrive on time for class with all the necessary materials. If a student arrives late for a class, the teacher will deal with this as they deem necessary using Study Hall or another suitable, established classroom measure. For students who are persistently late, parents and administration will be notified. Ten lates will result in one unexcused absence being assigned to the student's attendance record. Blatant disregard for the expectations of the school will be dealt with under the school's discipline policy as found in the School Handbook.

***In the case of serious or extended illness, the administration and staff are committed to ensuring that a student is able to complete his/her courses if possible.*

HOMEWORK

Homework is assigned to students mainly in grades five through twelve. The daily amount ranges from about a half hour in Grades 5 and 6 to approximately one and a half hours in Grade 12. However, if students are diligent in completing assignments in class time, there should be minimal homework. High School students are required to take full responsibility for their studies and the completion of assignments.

EMERGENCY CONTACTS

Parents are asked to notify the school of any change in address, telephone number, family doctor, or names of friends or relatives to be contacted in an emergency.

INCLEMENT WEATHER

A definition of inclement weather: heavy rain, heavy snow, and extreme cold. During inclement weather the students may be permitted into the school before 8:30 a.m. Students are kept indoors when the weather is too cold or too wet. Students are then expected to

remain in the classroom, and they may not wander in the hallway.

SCHOOL CLOSURES

Parents will be notified in the event of school closure due to inclement weather or other emergency situations. In the event the buses are sent home earlier than usual, the parents will also be notified. The students will not be sent home unless the school is assured that someone is home to receive them. School will be closed in the event the temperature is -36°C or colder according to Environment Canada at 6:30am.

DRESS

Students must come to school clean and well groomed. It is not necessary or feasible to set a specific code for student dress and appearance. However, as a general policy, avoid extremes. Our way of dress should reflect our Christian principles. Therefore, we reject slogans and sayings on clothing that contradict our Christian principles. Students or staff members who come to school in inappropriate dress may be asked to change.

PHYSICAL EDUCATION DRESS CODE

To ensure proper hygiene and the personal safety of all our students, we require all students to wear appropriate clothing during their physical education class. Proper attire shall consist of:

- Change of Shirt (Grades 7-12 must have a CCS T-shirt)
- Shorts or sweatpants
- Athletic footwear

Students will be expected to come prepared to every Physical Education class with the above items and to change back into regular clothes at the end of class.

LOCKERS

- Each student in Grades 7-12 will be assigned a locker to use for the school year.
- Students can purchase a lock from the school at a cost of \$5 or may provide their own.
- The combination for personal locks must be submitted to the office.
- Lockers must be kept neat and clean, and each student is responsible for leaving the locker clean and empty before going home for the summer.
- If damage is done to the locker, the student must report it to the office within 24 hours of discovery, otherwise the student will be held responsible for the repairs.
- The school accepts no responsibility for personal valuables that are left in lockers.
- There is a zero-tolerance for the following items:
 - Illegal drugs
 - Any drug paraphernalia

- Alcohol
 - Cannabis products
 - Stolen property
 - Weapons
 - Items deemed by the school or the RCMP to be a danger to others
 - Anything that is illegal to possess
- Students are permitted to keep prescription drugs in their locker if their doctor has prescribed those drugs for the student's use.
 - Lockers used by students remain the property of the school and as such, students have no expectation of privacy concerning items stored in their locker. The administration reserves the right to open, search and inspect any locker. If the locker is searched and administration finds any of the items listed above, the school may seize those items and use them as evidence for school discipline. Administration may give seized items to the RCMP for possible criminal investigation or charges.

TEXTBOOKS

All students are required to keep textbooks, workbooks, and other materials neat, clean, and in good order, and show proper respect for school property. Lost or damaged books or other damaged school property will have to be replaced or fixed by the student who is responsible for the damage.

STUDENTS' COUNCIL

The Students' Council will organize and fund certain activities every year. Through various fund-raisers the council will accumulate enough funds to maintain a balanced budget throughout the year. Monies raised will be used to fund various events for the student body as well as yearly mission projects and events. The team will operate under the supervision of a staff member and in cooperation with the administration. The students also sponsor a child through the Canadian Reformed World Relief Fund.

TITANS SPORTS PROGRAM

- The junior and senior high students will be given the opportunity to participate in after-school programs.
- The sports that the students may decide to be involved in will depend upon their interest, but the goal is to provide basketball, volleyball, badminton and track & field for all interested students.
- All teams will be responsible for raising the necessary funds for games and tournaments. This can be accomplished through fees or fundraising.
- Participation in co-curricular sports is a privilege and may be revoked by the staff if students are failing to work to their potential or show a general disregard for their schoolwork.

PERSONAL DEVICE POLICY

The purpose of the policy is to ensure learning takes place in an environment with minimal distractions. Students are in a better position to grow and succeed when they can focus on what is taking place in the classroom and can interact directly with the teacher and other students. It also limits the opportunities to share harmful internet content between students at school. The full policy is published on our website.

Access

Students' personal devices will NOT have access to the CCS internal network, Wi-Fi, or internet services.

“Away for the Day” Guidelines

“Away for the Day” means students may not access their personal devices during school hours or on the bus. Following are the guidelines which CCS will be implementing:

Applies to Grades K-9

- Personal Devices are not allowed on school grounds and may not be taken on the school bus.

Applies to Grades 10-12

- All personal devices must always stay in the student's locker for the duration of the school day.

PLAGIARISM POLICY

What is plagiarism?

Plagiarism is, essentially, a form of theft. In this case, it is intellectual theft and, while there may be consequences in school and in life, the greatest reason not to plagiarize is because it is dishonest. Forms of plagiarism may include:

- Copying material from various sources, such as books, articles, or other students.
- Paraphrasing without giving credit to the author
- Taking someone else's ideas or arguments and passing them off as your own

As Christians, we should doubly avoid plagiarism, recognizing it as sinful behavior and a serious offence.

Addressing plagiarism

It is important that students be taught about plagiarism so they can better avoid it. In Grades 7-9 courses, students will be instructed about how to acknowledge the work of others. The CCS Writing Handbook includes several ideas and suggestions about how to avoid plagiarism.

Consequences of plagiarism

Recognizing that students of differing grade levels have different levels of education and responsibility, consequences for plagiarism are as follows:

- Students up to and including Grade 9 may be given a chance to resubmit their work.

- Students in Grades 10-12 will, at a minimum, need to redo the assignment, and parents may be notified.
- Repeated offences may result in more severe consequences at the discretion of the teacher and the principal.

Beyond high school, consequences for plagiarism can range from a zero on the assignment, to failure in a course, to expulsion from the school.

COURSE ENROLMENT POLICY

In the spring of each year, the parents of grade 9 -11 students will be given a course commitment form to fill out together with their child(ren). Once signed, they are committed to remaining in the courses they have selected for the duration of the semester. If there are valid reasons to withdraw from a course, a decision can be made in consultation with parents and administration. It is the policy at Coaldale Christian School to only offer courses if there are 4 or more students committed to the course.

Any courses that students require that have fewer than 4 students enrolled, will be offered alternatively and will be marked by the most suitable teacher at the school. This teacher will also be available at certain times throughout the week to offer assistance and to monitor the progress of the student(s).

Any students who choose not to take a course offered at Coaldale Christian School will be required to obtain an equivalent number of credits through a different route. This includes ADLC, Green Certificate, Work Experience, or R.A.P.

GRADE 12 GRADUATION

Every year a grad committee shall be established to organize the graduation ceremony. The grad committee shall consist of selected grade 12 students as well as staff and parent representatives to assist in organizing the grad.

All students must maintain a minimum average of 50% in Religious Studies throughout grades 10-12, and must pass their Religious Studies course in their grade 12 year. Students who fail to do so will not be permitted to participate in the graduation ceremony with their class and will not receive a school diploma.

The attire of the graduating students should clearly reflect that we are covenant children, and a strong emphasis should be placed on class as well as modesty. The parents and students should fully cooperate in keeping in line with these principles on which our schools are based. This point is to be stressed every year.

The board expressed the desire to see the students being addressed by one of the parents of the graduates. Coaldale Christian School is a parental school, and parents made the decision to have their children instructed here based on promises they made. The parents have in many cases

made great sacrifices to accommodate the instruction at our school. It is for this reason some recognition should be given to the parents. One of the parents will be selected to give a presentation to our graduating class. This does not exclude others from also giving an address to our graduating students.

The speeches and entertainment presented by the students of the graduating class, or by other students at Coaldale Christian School, needs to be proofread and approved by a member of the staff prior to the ceremony.

The graduation dinner and ceremony should ideally be held on the same date. However, if the graduating class can legitimately convince the board to alter this arrangement, the board will consider their request.

The board is committed to financially supporting the organization of the graduation. Every year any reasonable request for financial support for the Graduation ceremony will be considered.

After the ceremony the school year is considered over.

TRANSPORTATION

The school operates two buses. One bus covers all areas east of Chin up to Grassy Lake. The second bus covers north to the Oldman River and west of Coaldale into Lethbridge. No extra fee is charged for busing. Parents living in the town of Coaldale will be responsible for arranging to have their children brought to and from school each day, as they will not be permitted to ride the bus.

Bus drivers are delegated the powers of the principal regarding conduct on buses. Bus drivers will inform students of the rules on the bus. They will report any misbehaviour to the parents and principal. The principal may take appropriate action based on the information received from the bus driver.

Students will not be permitted to travel on a different bus unless they have consent from the parents, room is available on the bus, and the bus drivers in question have been notified in advance and have given their permission.

Bus students should prepare for orderly and safe loading of the buses. Students shall remain on the sidewalk until the door of the bus is opened.

Bus Rules:

- Passengers must be always seated when the school bus is in motion.
- The emergency exit (rear door) shall not be used except in emergencies.

- Passengers must always keep their bodies or extensions of their bodies (arms, legs, and head) completely inside the school bus.
- There shall be no loud or annoying noise, which may distract the school bus driver's attention.
- The consumption of food or beverages on the school bus shall be at the discretion of the driver.
- No litter is to be left on the school bus or thrown from it. School bus drivers will hold passengers responsible for cleaning up litter left by them.
- No fighting or disturbances of any kind is permitted on the school bus.
- No feet are allowed on seats or backrests.
- Passenger seating is arranged by bus driver.
- Passengers or parents of passengers will be held responsible for damage done to the school bus.
- Passengers shall enter the school bus by the front door only.
- When the school bus has reached its destination and come to a complete stop, passengers shall exit the school bus through the front door only.
- Passengers are not to ride a school bus other than the one to which they have been assigned. Exceptions will be considered (for after school birthday parties, etc) if requests have been made at least one day prior to the event, and the school bus driver grants permission. Regular school bus driver must also be notified of this change.
- Parents of passengers shall notify the school bus driver of absentees of passengers prior to route departure.
- All passengers are to be dressed to suit weather conditions (cold, rain, etc).
- The school bus driver has the authority to enforce the rules of the bus. If a passenger persists in behaviour contrary to the rules and having been admonished, the bus driver will inform the principal, who in turn will inform the parents of the passenger's misbehaviour. If the wrongdoings persist, the passenger may be refused transportation until the situation is resolved.

GENERAL INFORMATION

SCHOOL SUPPLIES

A list for school supplies to be purchased by the parents is supplied in the school newsletter, "The Messenger", before school starts. This list is also available in Appendix A (page 26).

INSURANCE

Students and teachers are covered under the School's Accident Blanket Policy for any injuries sustained during school days and when participating in approved, supervised school activities. This includes Professional Development days for teachers as well as travel to and from school activities.

LOST & FOUND

"Lost and Found" boxes are maintained. Students and parents are encouraged to go through these regularly. Only boots, skates, runners, items of clothing, etc, that have been labelled with

the student's name are easily returned to the owner. At the end of the school year the boxes will be cleaned out and all unclaimed items given away.

MONIES COLLECTED

All monies collected for various activities within the school (hotdog, chocolate bars, etc.) must be held by the secretary or by staff members in charge.

OPEN HOUSE

Once a year, usually in February, an open house is held to enable all interested parents/grandparents, etc., to observe the school in action. Classes are held in a normal fashion and visitors can sit in on lessons. Parents may sit in class at any time they are interested provided they have obtained permission from the teacher.

BOOK FAIR

A Book Fair is held annually in the month of February in conjunction with Open House. The purposes of the Book Fair are to raise funds for the school library, provide parents and students the access to quality literature and reference books, and to encourage students to read.

SPORTS DAY

Sports Day is usually held on the first or second Friday in June at the Taber Legion Park. All elementary students are expected to attend as this is a regular school day. In case of inclement weather, there will be a regular school day.

TRACK & FIELD

The grade 7-9 students will participate in the County of Lethbridge Junior High Athletics Association Track Meet in the spring of each year. All students are expected to participate in two or more events.

SCIENCE FAIR / FINE ARTS FAIR / HISTORY FAIR

A Science Fair, Fine Arts Fair, or History Fair will be held in February or March on an annual rotation.

The Grades 7-9 prepare science projects for the Science Fair. They will be exposed to both project types - Experiment and Study. Students are expected to make their projects on their own.

The Fine Arts Fair will have several different categories and students can choose which ones to enter. It will be mandatory for Grades 7-9 to enter, and they will be optional (but encouraged) for Grades 10-12.

The History Fair will be mandatory for Grades 7-9. The projects will give students an opportunity to explore a Canadian topic and to present their findings in a public exhibition.

For all three fairs, parent volunteers act as judges and prizes will be awarded. The winners for the Science Fair have the option of entering their projects in the Southern Alberta Regional Science Fair in Lethbridge.

SPEECH CONTEST

As part of the Junior High Language Arts program, students develop public speaking skills by presenting a speech, which is judged by independent judges. A trophy and other prizes are awarded to the winners.

ECS ORIENTATION

The ECS teacher holds an orientation day in June for the students who will be entering Kindergarten in the Fall. This gives the new students an opportunity to become familiar with the teacher, classroom, and the new school they will be attending. It also gives the teacher an indication of the class she will be teaching which may be helpful in planning her program.

SCHOOL PICTURES

A photographer takes student pictures as soon as this can be scheduled, usually in early October. Family Plans are available, as well as partial packages. Our retake policy stipulates that the pictures are pre-paid, and the option does not exist to choose between the first and second take. We advise parents to choose the retake option carefully.

HOME AND SCHOOL COMMUNICATIONS

GENERAL

The teachers at school stand "in the place of the parents". They have a delegated authority and responsibility and therefore it is very important that we maintain a close relationship between the teachers at school and parents at home. Staff strive to maintain consistency with the home with respect to our shared Reformed Christian worldview. Therefore, in matters of Christian conduct, discipline, and instruction, we must strive to be unified. Parents have legitimate expectations of the school, but the staff also has legitimate expectations of the parents.

If the work of the teachers is to build upon and complement that of the parents, open and active communication is necessary. At the present, we make use of the following means to promote this communication:

- **Phone calls and/or emails** are quick and easy ways to give or receive an update on a child's progress, to report a problem, to clear up a misunderstanding, or to ask a question. Teachers appreciate it when parents initiate contact and parents should feel free to reach out to the teachers.
- Several **progress reports** are issued throughout the school year.
- All students and parents in Grades 7-12 will have access to the PowerSchool Parent/Student Portal. This allows students and parents to keep track of progress as much as they desire.
- **Formal and informal interviews** keep parents and teachers aligned with respect to a child's academic progress and/or behaviour. Parent-teacher interviews are scheduled mainly for the first term report card. For each of the other reporting periods, the teacher or the parent may request interviews. Parents may request an interview at any time

during the year. Teachers are accessible to discuss the progress of the student.

- A **Newsletter** is published monthly, or as prescribed by the board. The “*Messenger*” serves as a means of communication between the home and the school. Teachers and students are encouraged to submit articles or writings to the secretary's office. A weekly newsletter, the At-a-Glance, also goes out every Tuesday with the students.
- **Special activities** such as an Open House, Grandparents’ Day, Book Fair, Science Fair, and Special Programs give parents another view of the activities of the school.
- **Dispute Resolution and Appeal Process.** Parents of regular day students as well as parents with children in the Inclusive Education Program must follow the proper protocol to resolve any issues/disputes with matters pertaining to the education being received in the school or any other matter pertaining to the school. The first step towards resolution is to request a meeting with the teacher involved. If resolutions cannot be made at this level, the principal must be contacted. If the results are still unsatisfactory, an appeal can be made at the Board level. At each step there must be a willing attempt on both sides to resolve any issues that may arise. As fellow believers in Jesus Christ, matters are expected to be handled in a godly, Christian manner.

LIBRARY

The library is to be a readily accessible source of resource materials for the support and enrichment of the school curriculum. Additionally, it should aid in research and should encourage and support a love of reading and literature in students.

SCHOLARSHIPS AND AWARDS

Various scholarships and awards are available to our graduating students each year. Details regarding these scholarships and awards can be provided by the Guidance Counsellor.

- Christian Credit Union Scholarship
- Adora Kitchens Scholarship
- Meliefste Family Scholarship
- Bethel Windows & Doors Award
- Intercontinental Truck Body Award
- Teacher Education Scholarship

ONLINE POLICIES

All policies for Coaldale Christian School can be found on our website at coaldalechristianschool.com. Please refer to the website for the following policies:

- Allergy Anaphylaxis Policy
- Abuse Reporting Policy
- Attendance Policy
- Cell Phone and Electronics Policy
- Code of Conduct Anti Bullying Policy

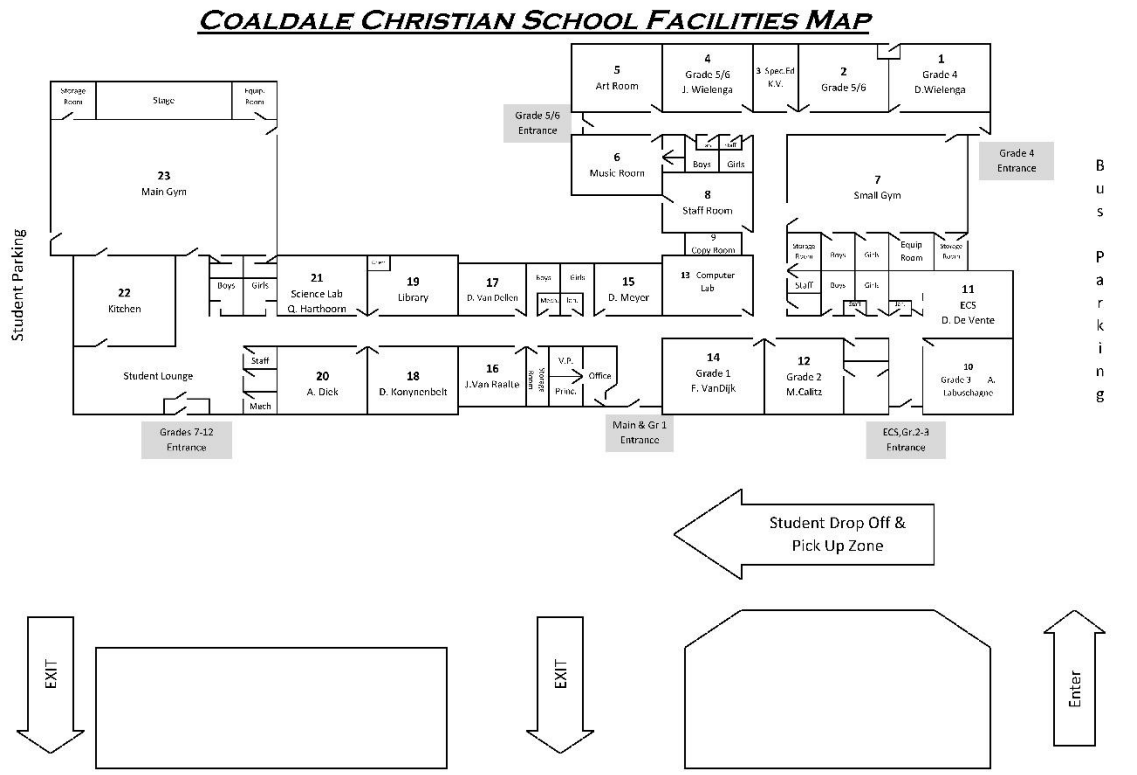
- Emergency Response Policy and Procedures
- Facility Use Policy
- Field Trip Policy
- Grade 12 Graduation and Guidelines Policy
- Inclusive Education Protocol
- Information Technology Acceptable Use Policy
- Locker Policy
- Plagiarism Policy
- Safe and Caring Policy
- Inter-scholastic Sports Policy
- Student Health and Safety Policy
- Banned Substances Policy
- Teacher Growth, Supervision and Evaluation Policy
- Website Policy
- Whistle Blower Protection Policy

APPENDIX A: SCHOOL SUPPLY LIST

<u>ECS</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>
Backpack Indoor shoes (Velcro)	Backpack Indoor shoes (Velcro please) Cloth gym bag Gym shorts (with elastic waist) T-shirt Sharpened pencil crayons (may bring wax crayons) Large zippered pencil case	Pencil crayons Colored markers Large zipper pencil case Wax crayons 2 tissue boxes (not labelled) 1 handheld pencil sharpener Indoor Shoes (Velcro please) Gym Shirt and Shorts Gym bag	Pencil crayons Colored markers Zippered pencil case 2 highlighters 1 simple 1" binder - hardcover 1 Kleenex box (not labelled) 1 set of binder dividers 1 handheld pencil sharpener Indoor shoes Gym Bag Gym Shirt and Shorts
<u>Grade 4</u>	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>
Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 3 simple binders (no zippers) 1 Kleenex box Blue ballpoint pens Pair of scissors Glue Stick Flash Drive Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag Headphones 1 ½ ' binder - music	Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 2 Binders 1 Kleenex box Red ballpoint pens Pair of scissors Glue Stick 2 packs of binder dividers Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag Headphones Flash Drive 1 ½" binder - music	Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 2 Binders 1 Kleenex box 2 Red ballpoint pens Headphones Flash Drive 8-10 pack binder dividers Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag 1 pack 200 sheet looseleaf paper 1" binder - ICT 1 ½ ' binder - music	3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts and CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones 8-10 pkg binder dividers Graph paper notebook 5 regular notebooks 1" binder - ICT

<u>Grade 8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11/12</u>
3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones Graph Paper Notebook 5 regular notebooks 1 ½" binder – music 1" binder – ICT 8-10 pkg binder dividers	3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones Graph paper notebook 5 regular notebooks 1 ½ ' binder – music 1" binder – ICT 8-10 pkg binder dividers	Calculator - Ti83 or Ti84 3 Binders Loose leaf paper Graph paper or notebook Pens (black, blue, red) Pencils Eraser Pencil case 5 scribblers Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones 1" binder - ICT	Calculator - Ti83 or Ti84 3 Binders Loose leaf paper Graph paper or notebook Pens (black, blue, red) Pencils Eraser Pencil case 5 scribblers Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones

APPENDIX B: FACILITIES MAP



APPENDIX C: CONSTITUTION AND BY-LAWS

Revised Constitution (March 2024) of the COALDALE CANADIAN REFORMED SCHOOL SOCIETY

APPLICATION

Registered December 6, 1974. The Registrar of Companies, Province of Alberta.

We, the undersigned, hereby declare that we desire to form a Society under the Societies Act, and that:

1. The Name of the Society is COALDALE CANADIAN REFORMED CHRISTIAN SCHOOL SOCIETY.
2. The object of the Society is to establish and maintain a day school where the children of parents, who so desire, are taught in accordance with the Word of God as confessed in the Reformed Creeds: The Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt.

BY-LAWS

1. Definitions

In this By-law and all other By-laws and resolutions of the Society, unless context otherwise requires:

- (a) "Act" means the *Alberta Societies Act*, RSA 2000, c S-14, including any regulations made pursuant to the Act and any statute or regulations that may be substituted, as amended from time to time.
- (b) "Attendance" means participating in a meeting in person (preferred) or via electronic means.
- (c) "Authenticate" means to prove or serve to prove to be real, true, or genuine. Hand signatures have traditionally served this purpose for letters and proxy votes. Emails from identifiable addresses of the sender are recognized to authenticate the identity of the sender.
- (d) Communicant Member: A member of a church who is permitted by the authorities in that church to participate in the celebration of the Lord's Supper.

- (e) "Board" means the board of Directors of the Society.
- (f) "By-law" or "By-laws" means this by-law and all other by-laws of the Society as amended which are, from time to time, in force and effect.
- (g) "Director" means a member of the Board.
- (h) "Extenuating circumstance" means times of war, plague, or natural disaster.
- (i) "Invalid Ballot" is one that is completely blank, or has more names selected than allowed, or has selected names that are no longer on the ballot, or has selected names that were not nominated.
- (j) "Member" means a member of the Society.
- (k) "Members" or "Membership" means the collective membership of the Society.
- (l) "Officer" means an officer of the Society.
- (m) "Ordinary Resolution" means a resolution passed by a 51% majority of the votes cast on that resolution.
- (n) Proxy Vote: An authenticated vote from a Full member submitted to a Director prior to the meeting in which the election is to be held. Proxy votes may only be counted in the first round of voting. For the purpose of obtaining a quorum, Proxy Votes are to be considered to represent the member as present.
- (o) "Quorum" shall be greater than 50%, whether that be directors on the board or members of the society.
- (p) "Regulations" means the regulations made under the Act, as amended, restated, or in effect from time to time.
- (q) "Special Resolution" in accordance with the Act as amended, restated, or in effect from time to time means;
 - (i) a resolution passed
 - (A) at a general meeting or special meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and

- (B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by submitting their vote in writing,
 - (ii) a resolution proposed and passed as a special resolution proposed and passed at a special meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting or special meeting so agree, or
 - (iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting or a special meeting to vote on the resolution in person or by submitting their vote in writing.
- (r) Term: the length of time a directors serves on the board, which is 3 years.
- (s) Subscribe: means to assent to, support
- 2. Interpretation: In the interpretation of this By-law, unless the context otherwise requires, the following rules shall apply:
 - (a) except where specifically defined herein, all terms contained herein, and which are defined in the Act shall have the meanings given to such terms in the Act;
 - (b) words importing the singular number only shall include the plural and *vice versa*;
 - (c) the word "person" shall include an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate, and a natural person in his capacity as trustee, executor, administrator, or other legal representative;
 - (d) words importing the masculine gender include the feminine gender;
 - (e) the headings in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms or provisions;
 - (f) the By-laws of the Society shall be interpreted in accordance with and subject to the purposes of the Society, which purposes for purposes of this By-law are incorporated by reference and made a part hereof; and,

- (g) if any of the provisions contained in the By-laws are inconsistent with those contained in the By-laws or the Act, the provisions contained in the By-laws or the Act, as the case may be, shall prevail.

Membership

3. There shall be two classes of members in the Society as follows:
- (a) Full Member who shall have the right to attend and vote at any meeting of the members; and,
 - (b) Associate Member who shall have the right to attend any meeting of the members but who does not have the right to vote at any such meeting.

Qualifications for Membership

4. Full Membership is open to all who subscribe to the objects of the Society, and who are members of the Canadian Reformed Church or a church with which it has ecclesiastical fellowship. Full Membership includes the right to vote at the membership meetings of the Society.
5. Associate Membership is restricted to applicants who subscribe to the objects of the Society and can demonstrate that, although they are not members of either the Canadian Reformed Church or a church with which it has ecclesiastical fellowship, they are members in good standing of a Christian church and agree that their children will be taught in a manner that adheres to doctrines confessed in the Three Forms of Unity.

Associate Members are not eligible to become full members (except in cases whereby they become members in either the Canadian Reformed Church or a church with which it has ecclesiastical fellowship). The Board in its sole and unfettered discretion retains the right to deny requests for Associate membership or to rescind existing Associate membership in individual cases. Factors that the Board may consider include, but are not limited to, lack of capacity and resources, and potential disruption to the learning environment.

6. Full and Associate Members must remain communicant members in their local church in order to remain eligible for continued membership in the Society. The Board, in its sole and unfettered discretion, retains the right to decide whether to allow a child to remain enrolled in the event that the parent or guardian of that child is no longer eligible to be a member or loses membership as a result of a decision of the Board to expel that parent or guardian in accordance with the procedure set out at paragraph 11.

7. The Board retains the right to grant special consideration for associate membership to those who are actively pursuing church membership in either the Canadian Reformed Church or a church with which it has ecclesiastical fellowship (for example, those who are engaged in catechism or public profession of faith classes) but who, at the time a request for membership in the society is made, are not members of either church. As long as they are, in good faith, pursuing such church membership they may, at the discretion of the Board, be granted Associate Membership and may be able to enroll their child(ren).

Responsibilities of Members

8. Tuition
 - (a) Membership and tuition fees in the Society shall from year to year be determined by the Board and approved by the membership at the general meeting of the Society.
 - (b) Should a Member be unable to pay the fees, the Board may grant, upon request, a dispensation, partly or completely.
 - (c) If either a Full Member or an Associate Member is in arrears of fees and assessments at the beginning of the following school year, children of such member shall not be admitted to school until such time the account is paid up or arrangements have been made with the Board.
9. Any Members wishing to withdraw from either Full or Associate Membership may do so upon notice in writing to the Board through its Secretary. However, any payments or assessments levied against such member, shall be payable by him to the Society.
10. Enrolment is open to children of parents or guardians who are either Full or Associate members of the Society. Any other enrolment is subject to approval by the board.

Discipline of Members

11. The Board may suspend or remove any Member from the Society for any one of the following grounds:
 - (a) violating any provision of the By-laws, objects, or policies of the Society;
 - (b) carrying out any conduct which may be detrimental to the Society as determined by the Board;

In the event that the Board determines that a Member should be expelled or suspended from membership in the Society, the Chair of the Board shall provide twenty (20) days'

notice of suspension or removal. The Member may make written submissions to the Chair in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the Chair, he may proceed to notify the Member that the Member is suspended or removed from membership in the Society. Where written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

Should the Member wish to further appeal the final decision of the Board, an Appeal Committee shall be formed consisting of; one board member, one Full Society Member selected by the member making the appeal and one Full Society Member selected at random. The Appeal Committee will examine both sides and make a final decision.

The decision shall be final and binding upon the Member and Board, without any further right of appeal.

Board of Directors

12. In this section, the Board of Directors shall consist of a minimum of five members.
13. The Board shall, subject to the By-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Society.
14. Meetings of the Board shall be held as often as the business of the Society shall require, and at least once every three months, and shall be called by the Chair. Meetings of the Board shall be called by ten days' notice in writing mailed to each Director or by three days' notice by telephone or other electronic means.
 - (a) Special meetings may be held by a quorum if all directors have been duly notified. A special meeting may be called on the instructions of any two Directors thereof, provided they request the Chair in writing to call such meeting and state the business to be brought before the meeting. A Director may waive notice of a meeting, and attendance of a Director at a Board meeting is a waiver of notice of the meeting, except if the Director attends a Board meeting for the express purpose of objecting to the conduct of any business on the grounds that the meeting is not lawfully called.

15. Eligibility to serve on the Board of Directors is contingent upon full membership in the society (and thereby, a communicant member in the Canadian Reformed Church or in a church with which it has ecclesiastical fellowship).
16. Each director shall serve a term of 3 years. As a rule, each year 1/3 of the Directors retire from the Board. Directors may be re-elected to serve a maximum of two consecutive terms.
17. Vacancies on the Board of Directors
 - (a) Replacement of retired Directors shall be done in accordance with paragraph 36.
 - (b) Vacancies on the Board, however caused, ~~may~~, so long as a quorum of director's remains in office, may be filled by the Directors from among the qualified members of the Society to complete the term, if they see fit to do so. Otherwise, such vacancy shall be filled at the next annual meeting of the members at which the Directors for the ensuing year are elected as per paragraph 36.
 - (c) If there is not a quorum of directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancy.
 - (d) If the number of Directors is to be increased, such vacancy shall be filled at the next annual meeting of the members at which the Directors for the ensuing year are elected-
18. If any member of the Board of Directors shall resign his office, or without reasonable excuse absent himself from two or more Director's meetings, or be suspended or expelled from the Society, the directors shall declare his office vacated and may appoint a successor in his place to complete the term as per paragraph 17 b-c.
19. A Director can be removed from his position if he is delinquent in his duties or if he is in contravention of the conditions for full membership in the society. The process for removing a director shall begin with a written notice from the Board outlining the area(s) of concern as follows:
 - (a) In the case of delinquency in the execution of duties by a Director, the Board may provide a reasonable period of time in which improvement in performance may be demonstrated by the Director who is the subject of the notice. If sufficient positive change is not exhibited by the Director who is the subject of the notice, the Board may then move to call a vote of the other Directors. A unanimous vote is required for removal.
 - (b) In the case of contravention of the conditions of full membership, a Director is automatically ineligible to continue in the role.

(c) Any vote taken in respect of a sitting member of the Board requires that the Director who is the subject of the vote may be present at the meeting must abstain from voting.

20. Remuneration is to be made to a Director to cover expenses incurred in fulfilling their duties upon receipt of proper documentation.

Chair

21. The Chair shall be appointed from among the Directors by at least a quorum of Directors. The appointment shall be made by a majority of Directors present at a meeting of Directors or at a special meeting of the Directors called pursuant to the provisions of paragraph 14a. The appointment of the Chair may be made annually, as determined by the Board. Where a Director either resigns as Chair, or completes the term, an appointment to the office of Chair shall occur immediately following the resignation of that Director, or immediately following the Annual General Meeting, whichever comes first.

The Chair shall, when present, preside at all meetings of the Society and Board. In the Chair's absence, the vice-chair shall preside at any such meetings, and in the absence of both, a chair may be elected by the Directors present at the meeting to preside thereat. The Chair shall be charged with the supervision of the affairs and operation of the Society. The Chair with the Secretary or other officer appointed by the Board for the purpose shall sign all resolutions and membership certificates. The Chair shall be an *ex officio* member of all Committees.

22. Vice-Chair.

The Vice-Chair shall be appointed from among the Directors by at least a quorum of directors. The appointment shall be made by a majority of Directors present at a meeting of Directors or at a special meeting of the Directors called pursuant to the provisions of paragraph 14a. The appointment of the Vice- Chair may be made annually, as determined by the Board. Where a Director either resigns as Vice-Chair, or completes the term, an appointment to the office of Vice-Chair shall occur immediately following the resignation of that Director, or immediately following the Annual General Meeting, whichever comes first. The Vice-Chair shall preside at any meeting where the President is absent. The Vice-Chair may also hold the office of Secretary or Treasurer, as the majority of Directors determines.

Secretary

23. The Secretary shall be appointed from among the Directors by at least a quorum of directors. The appointment shall be made by a majority of Directors present at a meeting

of Directors or at a special meeting of the Directors called pursuant to the provisions of paragraph 14a of this By-law. The appointment of the Secretary may be made annually, as determined by the Board. Where a Director either resigns as Secretary, or completes the term, an appointment to the office of Secretary shall occur immediately following the resignation of that Director, or immediately following the Annual General Meeting, whichever comes first.

It shall be the duty of the Secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of same. The Secretary shall have charge of the seal of the Society which seal, whenever used, shall be authenticated by the signature of the Secretary and the Chair, or, in the case of the death or inability of either directors to act, by the Vice-Chair. In case of the absence of the Secretary, such officer as may be appointed by the Board shall discharge the secretarial duties. The Secretary shall have charge of all correspondence of the Society and be under the direction of the Chair and the Board. The Secretary shall also keep a record of all the members of the Society and their addresses and send all notices of the various meetings as required.

Treasurer

24. The Treasurer shall be appointed from among the Directors by at least a quorum of directors. The appointment shall be made by a majority of Directors present at a meeting of Directors or at a special meeting of the Directors called pursuant to the provisions of paragraph 14a. The appointment of the Treasurer may be made annually, as determined by the Board. Where a Director either resigns as Treasurer, or completes the term, an appointment to the office of Treasurer shall occur immediately following the resignation of that Director, or immediately following the Annual General Meeting, whichever comes first. The Treasurer shall be involved in all financial matters pertaining to the school and will give regular reports to the Board at their meetings. The Treasurer is also responsible for ensuring that Members are up to date with their school payments.

The Treasurer shall oversee all monies paid to the Society and shall be responsible for the deposit of these funds in whatever bank the Board may order. The Treasurer shall properly account for the funds of the Society and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the annual meeting a duly audited statement of the financial position of the Society as hereinafter set forth. The Treasurer is also responsible for submitting the Funded Private Schools Budget Report each year.

Indemnity of Directors and Officers

25. Subject to the Act, the Society shall indemnify a Director or Officer of the Society, a former Director or Officer of the Society or another individual who acts or acted at the Society's

request as a Director or Officer or in a similar capacity of another entity, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal, administrative or investigative or other proceeding in which the individual is involved because of that association with the Society or other entity if,

- (a) the individual acted honestly and in good faith with a view to the best interests of the Society or, as the case may be, to the best interests of the other entity for which the individual acted as Director or Officer or in a similar capacity at the Society's request; and,
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.
- (c) The Society may indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the Act or the law. Nothing in this by-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-law.
- (d) The board shall ensure that proper director and officer insurance is in place.

Auditing:

- 26. The books, accounts and records of the Secretary and Treasurer shall be audited at least once every year by duly qualified accountants appointed for that purpose at the annual meeting. Such auditor at the Annual Meeting of the Society shall submit a complete and proper statement of the standing of the books for the previous year.
- 27. The books and records of the Society may be inspected by any Member of the Society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each Member of the Board shall at all times have access to such books and records.
- 28. The Directors shall see that all necessary books and records of the Society required by the by-laws of the Society or by any applicable statute or law are regularly and properly kept.
- 29. The Board of Directors may appoint from among members, a person or persons who by reason of experience or otherwise are especially qualified to serve on a committee, or committees. These appointments shall be made annually.
- 30. The Board of Directors shall determine school policies in harmony with the By-laws and in accordance with decisions of the Society.

31. Staff:

- (a) The Board of Directors shall appoint the principal and the teaching staff required for the school, and in so doing they shall take into consideration their character, training, and physical qualifications. They shall confirm that all members of the teaching staff declare and subscribe their unconditional acceptance to the objects of the Society as expressed in the By-laws and are confessing members of a Canadian Reformed Church or a church with which it has ecclesiastical fellowship.
- (b) In the event of unforeseen circumstances, when a filled position becomes vacant, the Board may, after giving proper notification to all members, fill this position with a qualified teacher who will subscribe to the By-laws and until the position can be filled under Article 31a above.

32. The Board of Directors shall be acquainted with the educational program and shall thereto visit the school regularly to assure itself of the faithful carrying out of the school's educational program and policies.

33. Meetings:

- (a) The Society shall hold an annual meeting on or before December 31 each year, of which meeting due notice shall be given to all Members.
- (b) Meetings of the Society may be called at any time by the Secretary, upon the instructions of the Board.
- (c) A special meeting shall be called by the Board upon receipt of a petition signed by one-fourth of the Members in good standing, setting forth the reasons for calling such a meeting.
- (d) Any special or general meeting of the Members shall require at least eight days notice.
- (e) At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented.

- (f) If extenuating circumstances prevent the membership from gathering, the board has the sole discretion to post-pone the annual meeting, or hold the meeting virtually, or address the circumstance as is fitting to the occasion.

Voting

34.

- (a) Any Full Member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any meeting of the Society.
- (b) Any Full Member who is unable to attend a meeting has the right to submit a vote in writing, provided that the ballot is Authenticated.

35. At any general meeting of the Society all questions shall be decided by a majority vote of Full Members by a showing of hands. However, a vote in respect of an election, or a vote in respect of capital investments, shall be conducted by secret ballot and a majority of votes of Full Members decides.

36. Voting Regulations:

- (a) As rule, Directors are to be elected to the Board by the membership at the Spring membership meeting.
- (b) The Board shall request nominations from the membership at least two months before the membership meeting where voting for Directors is to take place. Only Full Members in good standing are eligible.
- (c) Nominations are to be signed by the nominee and by two members nominating.
- (d) The Board is to publish the nominated names at least two weeks before the membership meeting where voting for Directors is to take place. It is desirable to have at least double the nominations as there are vacancies.
- (e) Nominations with the majority of votes will be appointed.
- (f) Proxy votes are only allowed for the first round of voting. Any further rounds of voting which are required to achieve a majority are to be made by those members present at the meeting.
- (g) After the first round of votes, the chairman may propose to delete names with the lowest count from the nomination list if attaining a majority of ballots is unforeseeable because of the number of names remaining on the nomination list.
- (h) Invalid Ballots are to be subtracted from the total number of ballots.
- (i) In the case of a tie, the board shall appoint the older member.

Borrowing Powers

37. For the purpose of carrying out its objectives, the Board of Directors may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of a special resolution of the Society.

Amendments

38. The By-Laws may be rescinded, altered, or added to by a "Special Resolution" when a quorum is present at a general meeting of which one month's written notice has been given, specifying the intention to propose the resolution as a special resolution, and said resolution is passed by a majority vote of not less than three-fourths of those present who are entitled to vote.

Dissolution

39. The members of the Society entitled to vote at any meeting of the members may, by resolution passed by at least two-thirds of the votes, cast at a general meeting, of which notice specifying the intention to pass such a resolution, has been given and where three-fourths of the number of members entitled to vote are present, dissolve the Society. Should the required number of members entitled to vote not be present at this meeting, a second meeting is to be arranged at which the decision of the dissolution may be taken if two-thirds of the members entitled to vote are present and vote in favour of the dissolution.

40. In the case of dissolution, all the assets will be transferred proportionately among the churches which comprise the Full Membership in relation to the number of Full Members within each church where such church is considered a qualified donee pursuant to the Income Tax Act. In case of debts, all members legally existing on the membership roll during the last three fiscal years shall be responsible.

41. The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used in promoting its objects.

42. In all cases for which provisions are not made in this By-laws, the Board will decide. The Board shall inform the members of such decision at the first coming membership meeting.

Originally dated this 2nd day of December, A.D. 1974, at the Town of Coaldale, in the Province of Alberta by the following members:

Jake Tams	Coaldale
Harry Lubbers	Coaldale
Dick Hoogerdyk	Taber
John Selles	B. C.
C. M. Van Vliet	Coaldale
Witness:	Rev. James Visscher