

FORWARD

God has provided the commitment and resources for Christian education in the Strathroy and surrounding 1955. It is a comfort to know that as long as His people serve Him first in their lives, His blessings will continue to provide distinctive Christian education to Christian parents in this area. It is to this end that our school will continue to work toward fulfilling the mission statement of our school, which is *“Providing Quality Christ Centred Education.”*

This parent handbook begins by outlining our school’s basic philosophy of Christian education. This piece was prepared by the Ontario Alliance of Christian Schools. This organization assists us and over 75 other Christian schools in Ontario with respect to curriculum and school governance. After this introduction the handbook will attempt to outline as many pertinent items to help you feel at home here at Strathroy Community Christian School.

It is my hope that this parent handbook will acquaint you with our school, help establish effective communication between the home and the school, and contribute to you feeling at home in this school community.

The Christ-centred education provided at Strathroy Community Christian School is a communal effort because of God’s covenant grace. Let us together continue to build and work in this area of God’s Kingdom.

Yours in Christ,

Mr. M. Bierling, Principal
Reviewed July 2008

FOUNDATIONAL CONFSSION

“The Centrality of Scriptures and Religion”

The question often asked is, “What distinguishes the Ontario Alliance of Christian Schools from other Christian Day Schools in North America?” The answer is deceptively simple: “The idea of religion and the use of Scripture”.

The Christian church has always maintained that man is more than just a rational or social animal. He is a conscious being especially created in order to have fellowship with God, his Creator. This spiritual dimension of man is given concrete embodiment in the relationship with God. It is the most important relationship in human life and it affects, either directly or indirectly, all of man’s relationships, activities and ideas. This entire idea is captured by the phrase that all of life is religious.

The communities represented by our school supporters further take the position that the Holy Scriptures (the Bible) are central to the faith and well being of the Christian. God's word is the “light to his path of life”, giving enlightenment and meaning to all activities. Scripture, however, is not to be used as a collection of proof texts for the purpose of supporting arguments for positions held for other reasons.

The Scriptures have to be loved and known so that in their totality they become part of one’s being and one’s general world-and-life view. The Word of God speaks to life’s situations through and within the life of each Christian in an organic and integral fashion. Therefore, we consider it appropriate to talk and write about a Christian philosophy of education without supporting every argument with a text from the Scriptures.

Instead, it is our conviction and practice to ensure that the quality and character of the philosophical, metaphysical, scientific, scholarly or educational enterprises in which we engage, will be inherently distinguishable from those produced by supporters of other religions whether Buddhist or Humanistic.

Ontario Alliance of Christian School Societies

I. EDUCATIONAL PROGRAM

A. The Profile of a Graduate from Strathroy Community Christian School

Strathroy Community Christian School provides students with an elementary education that integrates Christian Faith, Learning, and Living.

In the area of Christian Faith a graduate from S.C.C.S. will have been:

- a. taught that God claims them as His own;
- b. encouraged to respond in faith and love to God and neighbours;
- c. challenged to develop their commitment to Jesus Christ in reliance on the Holy Spirit and the Bible.

In the area Learning a graduate from S.C.C.S. will have been:

- a. exposed to the wonders; intricacies, and patterns of God's creation, in both nature and society;
- b. encouraged to explore and evaluate the diversity of human knowledge, and experience in science, the arts, literature, language, social sciences, applied technologies, and physical activity;
- c. enabled to develop both creativity and discipline in full utilization of their God given gifts.

In the area of Living a graduate from S.C.C.S. will have been:

- a. pointed towards a life of Christian discipleship;
- b. stimulated to develop a desire to serve others;
- c. prepared to live out their Christian commitment in all areas of life, as participants in God's redemptive work.

B. CURRICULUM

The Board has been entrusted with the responsibility of having the instructional program follow a carefully planned course of study, which reflects the principles of Christian Education. Our curriculum will contribute to achieving our school's mission which is to provide quality Christ centred education. As a result, the curriculum will:

1. Attempt to define the principles of a Christian world and life view in all areas of learning. This comprehensive program will include the following areas of study - Bible, the Language Arts, Mathematics, the Physical and Social Sciences, Physical Education, and the Fine Arts.
2. Show progression from each grade and subject to the next and demonstrate the relationship between subjects.
3. Recognize the nature of a child's growth and the developmental aspects thereof, and provide for individual differences.
4. Help the child develop into a mature citizen of God's Kingdom in contemporary society.
5. Meet the educational requirements of the Province of Ontario.

C. LONDON DISTRICT CHRISTIAN SECONDARY SCHOOL - London

LDCSS is a fully accredited secondary school that offers a wide range of courses in both the applied and academic programs. In addition, many extra-curricular activities such as drama, sports and choir are offered.

It is the aim of LDCSS to maintain high standards of Christian scholarship, and every effort is made, within the limitations of varying student capacities to do so.

For more information regarding LDCSS, please contact SCCS at (519) 245-1934 or call LDCSS (519) 455-4360.

II. GENERAL INFORMATION

A. School Days

Schedule

8:25 a.m. - Classes begin

10:15 a.m. - 10:35 a.m. Recess

10:35 a.m. - 12:00 p.m. Classes

12:00 p.m. - 12:50 p.m. Lunch Hour

12:50p.m. - 3:00 p.m. Classes

3:05 p.m. – Dismissal

Junior Kindergarten students attend school on Tuesday and Thursdays.

Senior Kindergarten students attend school on Mondays, Wednesday and every other Friday.

No students will be allowed in the school until 8:25 a.m. unless they have a note from their parents, or in the case of inclement weather.

Students are expected to bring lunches to school and they will be kept in the classroom on the shelves with their other belongings.

Students will remain in their homeroom to eat lunches from 12:00 - 12:15 p.m. The homeroom teacher will supervise students during this time. All students must stay outside during lunch hour, except students who have permission to stay indoors.

Recess time is from 10:15 a.m. - 10:35 a.m. Students may eat a snack at this time in their classrooms. If a student needs to stay inside during recess the parents must provide a note of explanation.

Study Hall/Detention is from 12:15 - 12:45 p.m. No food is allowed in this room. Students not working on assignments will be given special assignments. Students wishing to study during this time must have a pass from their teacher.

B. Student Code of Conduct

As a Christian School Community, our standards for personal conduct in and out of the classroom should strive for excellence. God calls us to love Him first and then our neighbours, as well as ourselves. It is in this context that the following school rules will contribute to a pleasant and safe learning environment where we can build each other up for the work of our Lord.

1. General Rules:

- Students will get involved in and show reverence during all devotional activities.
- Students will address all adults by Mr., Mrs., Miss, or Sir.
- Students will show respect for all adults at school.
- Students will obey all teachers at the school or at a school function.
- Students will work to support the goals of our Christian school in word and deed.
- Students will treat each other as fellow image bearers of God.
- Students will not take the Lord's name in vain or use language that is foul or puts others down.
- Students will only handle school equipment with the teacher's permission.
- Electronic devices are not to be used at school i.e. cell phones, MP3 players
- Students who willfully cause damage to school property will be asked to pay for the repair or replacement of that property.
- Students are not allowed to wear hats inside.
- And the classic school rule—Students will not chew gum.

2. Hallways:

- Students will not run or play with balls in the halls.
- Students will enter and exit the school without pushing or shoving.
- Students will remove their outside footwear when they enter the building.
- Students will lower their voices when they are in the halls and be quiet if they are in the halls during regular class times.

3. Playground:

- Respect for each other and school property should guide all activities outside.
- If the activity is safe and fun the duty teacher will allow the activity but the teacher will stop any activities they deem as unsafe.
- Children must stay on the property of the school at all times and within the boundaries of the fence, trees, and sidewalk. If a ball must be retrieved outside of these boundaries the supervising teacher needs to give permission before the student retrieves the ball.
- All injuries need to be reported to the duty teacher.
- Garbage is to be left inside and not left out on the playground.
- All students will go outside during morning and noon recess unless they have the permission of the teacher.
- Play stops outside when the bell rings and students need to line up promptly after hearing the bell.

C. Discipline, Suspensions, and Expulsions

The point of discipline is not punishment, although, punishment may be a part of the discipline process. The key to good discipline is the restoration of a wrong and the working toward future discipleship. When a student breaks a rule we do not want to “get even” with the student but we want them to work toward fixing the wrong and not repeating their mistake. The following guidelines will direct discipline at the school:

- The classroom teacher can handle the majority of rule infractions quickly. Punishments related to these offenses can involve activities that are positive such as cleaning up garbage outside.
- Repeated offences will require teacher contact with the home in order to discuss the problem.
- Major offences such as fighting, disrespect of teachers, bullying, the destruction of property, or willfully working against the goals of our Christian school will require the involvement of the principal and the parents. Restoration of a broken situation will still be the goal but repeated offences and severe enough offences will be dealt with quickly and could possibly involve in-school suspensions.
- When the administration and the board agree that the student’s repeated contravening of the school code of conduct will interfere with Christ Centred learning of the other students, the student will need to be expelled from the school.
- Intentional or careless behaviour resulting in broken or damaged equipment and property will be charged to the student and their parents.

D. School Dress

As a Christian School community, we believe that children gain a sense of security when they are given a clearly stated set of rules. We further believe that rules need to be few, broad and as positive as possible. Since we are a Christian School, our norms must be biblically based.

For these reasons, and because we seek to promote outwardly what we believe inwardly, we would like to urge parental cooperation in stressing the need for proper clothing while at school.

Appropriate clothing for a particular situation may vary according to many factors. Clothing should, therefore;

1. Be appropriate for the weather and activity.
2. Be modest, in that it does not unduly call attention to the body. This modesty disallows shirts on girls what are cut too low, use spaghetti straps or are strapless, or cut so short that the student can't raise their hand without the midriff showing.
3. Be clean, so that in all ways we may show that we care for ourselves, and our neighbour.
4. Be in good taste, so that no one may have cause to comment adversely about S.C.C.S.
5. Not carry a message that demeans a certain group or promote a lifestyle or activity that is contrary to that of a Christian.

If a student's clothing is judged to be inappropriate they may be:

1. Asked to turn a shirt inside out so the message is hidden;
2. given appropriate clothing to wear; or
3. asked to have appropriate clothing delivered to the school by their parent or guardian.

E. Homework Guidelines

Why Homework?

Over the years, the word homework has been associated with many negative thoughts and feelings. Students would rather play or watch T.V. after school. Many students are busy in at least one after school program during the week. Parents are very busy themselves and they don't always want to get after their children to finish their homework at the end of the day.

While all of the above points are valid, homework still has an important role to play in our school community's life. In order for homework to be a more positive experience it should not be given out indiscriminately. It would also be helpful if parents and teachers were guided by the following 4 points which give a rational for student homework.

1. **Re-enforcement**-It is common for a student to understand something new right after it was taught only to have that skill or knowledge forgotten by the next day. When a teacher sends some work home whose goal is to re-enforce what has been learned in class we have an example of good homework. New, unlearned material should not be sent home because this may just cause improper learning.
2. **Habit**-Habits are often seen in a negative light and this is unfortunate. The habit of brushing our teeth before bed or reading the Bible after you wake up are great habits. In the same way regular time at home doing homework establishes good habits in students. When these habits are built upon early in life a student has an easier time adjusting to the amount of homework required in later grades.
3. **Size of the Curriculum**-As more and more material has been added to the curriculum it has become increasingly difficult to cover everything that needs to be learned by students. The school day is simply too short. As a result, homework helps students to cover the necessary components of the curriculum.
4. **Positive Parent/Child Relations**-Many studies have clearly proven that when a parent knows what their child is doing at school that child will do better at school. Homework can be a very positive action when parents become involved and informed with the learning that is going on at school.

With the above in mind, teachers and parents are encouraged to follow these grade specific guidelines.

Junior and Senior Kindergarten

Time: 10-15 minutes a day.

Activities: Parents can read to their child before bed, encourage colouring, or reviewing some of the letters that are being learned in class. There is also a limited amount of memory work done at this grade.

Grade 1 to Grade 2

Time: 10-20 minutes a day, four days a week.(Depending on the amount of work that is not finished in class)

Activities: There are frequent reading booklets sent home in these grades that should be read by the child to the parent more than once. Memory work, spelling tests, and addition and subtraction facts are also regularly occurring items that should be reviewed and practised at home. Students can also start to read toward their teacher determined Accelerated Reading goals.

Grade 3 to Grade 4

- Time:** 15-25 minutes a day, four days a week. (Depending on the amount of work that is not finished in class)
- Activities:** In these grades students will have memory work and spelling tests almost every week. Along with this students will have to study a little bit more for unit review tests and do frequent math fact drills at home to speed up the amount of math work that can be finished in class. Students should also have a regular time set aside at home to read a book. In grade 4 students have the additional responsibility of practising the recorder.

Grade 5 to Grade 6

- Time:** 20-40 minutes a day, four days a week.(Depending on the amount of work that is not finished in class)
- Activities:** Besides the regular memory work, spelling tests, unit tests, and reading that students should be doing at home, students in grade 5 and 6 will start to see regular amounts of math homework being sent home in order complete all of the assignments. Projects become a little larger at this grade level and time is given in class but some time will likely be needed at home in order to get everything finished.

Grade 7 and Grade 8

- Time:** 30-60 minutes a day, four days a week.(Depending on the amount of work that is not finished in class)
- Activities:** Much of what is true for grade 5 and 6 remains true but grade 7 and 8 students need to realize that the number of subjects, teachers, and material covered increases in these grades. The work load required does become greater and part of this is in anticipation of the amount of homework that will be required of the students when they enter high school. The student who gets much of their work done at school should still expect some homework and parents are strongly encouraged to ensure that their child is working at some school work for the recommended length of time.

F. Study Hall

Periodically it may be necessary to detain a student at noon hour to complete assignments. A study hall has been set up for this purpose. Staff members supervise during this period.

In extreme cases, when students still do not complete work, they will be detained after school. The teacher will notify the parents in advance so that the parents can arrange for transportation.

G. Telephone Use

Students are discouraged from using the school phone other than for emergency or necessary calls. We request your co-operation in this matter.

Students may not call home to ask for forgotten skates, lunches, hockey equipment, instruments, homework, projects, etc.

Parents who wish to discuss any matter with teachers on the phone are encouraged to get in touch with the teacher before 8:25 a.m. or between 3:15 and 3:45 p.m.

H. Leaving School Property

Students may not leave school property at recess or noon hour unless special permission has been granted via a note from their parent or guardian.

I. Absenteeism

1. Early dismissal

A student who is to leave the school earlier than the regular dismissal time is required to have a note from their parent or guardian. The school is hesitant about dismissing students by telephone requests. Parents picking up students are asked to report to the office. The secretary will then contact the classroom to inform that teacher that you are here to pick up your child. This policy has been established to ensure your child's safety and welfare and this will also cause less disruption for the class.

2. Student Absenteeism

When a student is absent, parents/guardians are expected to contact the school by telephone or note. All students are responsible for "catching up" on work missed during their absence. Encourage your child to contact their teacher for assignments that were missed.

3. Student Vacation Guidelines

Forms are available at the office. They must be filled in when taking students away from school time for holidays for an extended period of time. Parents are encouraged to plan holidays around the normal vacation time periods throughout the school year. (Appendix 1 pg 31)

J. Injuries

Students should report all injuries to the teachers on duty or the office so that proper first aid can be administered, insurance claims can be validated, and future accidents can be prevented. General policy requires staff to notify the office for the proper paper work to be followed. Parents will be contacted if the injury is deemed serious enough.

K. Illness

Parents are encouraged to keep their children at home when they appear to be ill. When students become ill at school, parents will be contacted. Emergency numbers will be used if parents cannot be reached.

Request to administer medication must be in written form, signed by a parent/guardian or adult student and where necessary, the attending physician. The request must indicate the name of the child, the name of the medication, the dosage, the time for administration and duration of the medication, storage instructions, and possible side effects.

L. Inside Footwear

All students are required to have an extra pair of shoes for indoor wear. Students are not allowed to wear outside shoes inside the school. We request your co-operation in providing your child with indoor shoes with non scuffing soles that can also be used for phys. ed.

M. Supplies

The school supplies all exercise books and textbooks. The parents or guardian shall provide the following materials for each grade level:

- K – 4: pencils, rulers, and erasers are supplied by the school.
- Gr. 5-8 students supply their own pencils, pens, rulers, and erasers.
- Gr. 6-8 begin to use binders for some subjects. They will supply their own binders, paper, calculator, and geometry set.
All textbooks must be covered. Strong, shopping paper is excellent for covering books.

N. Money and Valuables at School

Students are discouraged from bringing money to school unless it is needed for specific purposes such as school trips, fund-raising sales, or book clubs. It is also our experience that students tend to lose jewelry items. It is therefore a good idea to leave these valuables at home.

O. School Trips

Parents will be notified well ahead of scheduled class trips about the time, location, and cost of the trip. Busses will be used for all classes with students under the age of 8 and any trips where it is impractical to have volunteer drivers. Chaperones are usually required but there is usually a limit to the number of chaperones needed per trip. The teacher in charge will determine who will be coming on a first contact first come basis or by way of a draw. It should be noted that chaperones are not to take any other children with them on the class trip.

P. Student Information Sheets

In August or September of each year, parents will receive a Student Information Form. Please read it over and fill in the required information. We require an emergency phone number in case of an emergency. It will also give your child permission to participate in extra-curricular activities, field trips, and intramural sports. You will be notified throughout the year when special events take place, but will not be required to send in signed forms for each separate event.

Q. Grievance/Conflict Resolution

One of the reasons for having a Christian School is that there may be unanimity between parents and school about the standards and methods used to educate the children. We pray that under God this expectation will be realized and that a spirit of Christian cooperation will fill our efforts.

From time to time, however, disagreements may arise between student and teacher, or teacher and parent. We suggest the following procedure as a sound and Scriptural approach in dealing with such situations:

1. Get all the facts. Listen to both sides of the story and accept the possibility of bias or shortsightedness in your child's account of an event. Avoid jumping to hasty conclusions or following them with impulsive actions.
2. Speak directly to the appropriate people involved. Most often this will be your child's teacher and it is a clear Biblical principle that if you hold something against someone, you should approach him or her first (Matt. 18). We believe you will find the teachers on our staff approachable.
3. Avoid speaking to inappropriate people. The Christian Community at large should not be involved in your personal grievance. Gossip and backbiting are identified as sins in God's Word, because of their power to inflame an issue and give the Devil a foothold.
4. If you are dissatisfied with the teacher's response, raise the subject with the principal. He will also consult with the teacher and may choose to call a conference with all parties involved. Please do not try to approach the principal on an issue originating in the classroom until you have spoken with the teacher about your concern.
5. If the issue is still not resolved after this meeting, you may appeal to the appropriate Committee. If you are still unhappy after that, you may appeal to the board of Directors. The Board's decision will be final.

We earnestly hope and pray that few issues will need to go beyond step 2. Surely if we pray about our problems and practice the habit of honesty and openness with our fellow-Christians, the Lord will lead us to the solution.

III. COMMUNICATION WITH PARENTS

A. The Connection

The SCCS Connection is your written link with the staff and the school. It is sent home each Wednesday. The Connection is sent home with the youngest child in each family and each family will receive a copy. The Connection contains a wealth of information about the activities and happenings at SCCS and also contains teacher instruction to classes with respect to homework, assignments, and other responsibilities. Please take the time to read it and place it in a prominent spot for handy reference.

B. Christian Home and School Magazine

As part of your membership at SCCS, you receive the ***Christian Home and School*** magazine. This is a publication from Christian Schools International. It is an excellent resource magazine for parents. It has many interesting articles and suggestions for parents.

C. Reporting Student Progress

1. Report Cards

November (last week)	-	First Term Reports
March (before March Break)	-	Second Term Reports
June (last day of School)	-	Third Term Reports

The evaluation presented on the report card is based on the broadest sample possible of the student's achievements, such as the results from teacher made tests, quizzes, observations and samples of student work.

The report card is one of the means of communicating the results of evaluation and it is extremely important for parents to sit down with their children and review the report card together.

The report card presents two forms of marks. The letter grade represents the student's academic achievement in a subject while the check mark system represents a student's effort, attitude, and aptitude for a given element within the subject. The parents may keep the report card, but must sign the envelope and send it back to school.

We believe that children make the best progress when home and school work together. We encourage you to share your comments and observations with your child's teacher. We seek your active and prayerful support in our work here at SCCS.

2. Parent-Teacher Interviews

- December (all parents)
- March (by request of the parent or teacher)

Letters are sent home to inform parents of exact interview times. Parent teacher interviews are a great time for both the teacher and the parent to learn more about each child and to celebrate achievements and to make plans for improved learning. Anytime you have concerns, however, please phone the teacher involved.

3. Test Envelopes

Teachers will also regularly send student work home for parents to look over so that they are aware of what is being learned in class and as a more regular update on student progress.

IV. PROMOTION, RETENTION, ACCELERATION AND TRANSFER

A. Promotion and Retention Guidelines

1. SCCS consists of Grades K-8.
2. Each grade has a standard of achievement level. This standard includes specific skills in the use of vocabulary, reading comprehension, language skills, work study skills, math concepts, and math problem solving skills. The standard can be determined by the local school CTBS, other achievement tests, or a combination of the above.
3. There are a wide range of abilities and achievements in each grade. Consequently, students progress at different rates. Some work above the norm, others at the norm, and still others below the norm.
4. Failure in one of the core subjects of Language Arts or Math warrants consideration for repeating a grade.
5. Adequate evaluation is a prerequisite and should include the following:
 - a. A thorough evaluation of the year's work.
 - b. Results of the C.T.B.S.
 - c. Other diagnostics tests.
6. When the repeating of a grade is being considered the classroom teacher needs to consult regularly with the resource teachers, administrator and the parents. The question that must be asked is, "What will benefit the student most?"
7. Parents must be kept up to date concerning their child's progress (telephone, parent-teacher interviews, written notes, etc.) and they should be informed by the second term Report Card if there is a possibility of repeating.
8. Some other basic considerations in evaluating students are:
 - a. How do we use or interpret the results of the CTBS scores?
 - b. Will resource help or a home study programme benefit the student in such a way that repeating the grade is not necessary?
9. Experience has shown that only a few students benefit from promotion on a trial basis. However, if a student is promoted on this basis, their achievement must be evaluated at the end of September. At this time, it will be decided if they remain in the present grade or be put back to the previous grade.
10. If possible, the student should not be retained more than once.

B. Acceleration

At times a student may be accelerated to the next grade. It is important to remember that the student be socially mature and able to cope with their new peer group. With the gifted student it is generally better to provide enrichment to the existing curriculum. This does not mean more of the same but should include material that will broaden and deepen the learning experience.

A student will only be considered for accelerating by one grade after appropriate testing has indicated that the student is able to handle the work at that level.

After consideration of the student's skills and maturity level a student will only be accelerated after the classroom teacher, resource teachers, administrator, the parents, and the student agree to accelerate by one grade level.

V. TUITION PAYMENTS AND RELATED ITEMS

A. Tuition

Our school is completely financed by parents and donors. Families having a child enrolled only in Junior Kindergarten pay 25% of the total family tuition rate. Families having a child enrolled in Senior Kindergarten pay 50% of a total family rate. A copy of the current Tuition Payment Schedule is available at the school office.

B. Tuition Policy

All members, enrolling children for the new school year will fill in the pledge form indicating how they propose to pay the upcoming year's tuition. We respectfully request that this be done by **June 15th** and no later than **June 30th**. Membership fees for the upcoming school year are due by **July 15th**. The Board is to ensure all pledge forms are distributed by **June 1st**. Each Board Rep. are to meet with the members in their ward, pick up the completed pledge forms, verify the pledge form to completeness and discuss any problems with the members directly. If members have any problems that cannot be resolved directly with their Board Rep. then the Board Rep will in turn present them to the Board. The Treasurer (who also is on the Tuition Review Committee – TRC) will keep the original pledge sheets. The Bookkeeper is to be provided a copy.

All members who have an outstanding account from a previous year must also make a proposal or a plan of payment, showing how they plan to bring their account up-to-date. The TRC will insist on all tuition being on an up-to-date status at the commencement of the school year.

Our Society will strive to ensure that no child will be denied Christian education due solely to a lack of funds. This will be monitored on a regular basis by the school board, in a manner fair to the school society as a whole. Financial issues are to be dealt with discreetly and in a Christ-like manner

A Tuition Assistance Application Form is available from a member's Board Representative for those who feel they are incapable of meeting the upcoming year's tuition. Once the form is completed in its entirety, the TRC will review it and a decision will be reached once all forms are handed in. The Tuition Assistance Application must be received no later than June 30th for the upcoming school year. For more information on the Tuition Assistance Fund, see Section 310.

All members must fill in their pledge sheets with completed tuition payment schedule prior to September 1st or sending their children to school. The whole membership suffers when these financial responsibilities are not met, and could result in membership services (education) being withdrawn.

The Treasurer will provide ongoing notices to the Board about outstanding pledge sheets, the first will be no later than August 1st, and again just after the September 1st deadline.

C. Delinquent Tuition Policy

Pledged tuition amounts are expected to be received on or before the date promised. After 30 days overdue, members will be sent a letter informing them of their delinquent tuition. The Bookkeeper is to provide TRC with monthly reports on current tuition accounts.

After another 30 days, (now totaling 60 days) the members will be asked to meet with the TRC in order to make arrangements for payment. The TRC will notify the Board of the situation. After another 30 days, (now totaling 90 days) the TRC will submit the matter to the Board and provide a recommendation. The Board will evaluate whether or not the family is truly interested in continuing to be a part of SCCS or LDCSS. If necessary, the family will be excluded from the Society and will be asked to withdraw their child(ren) from SCCS or LDCSS.

If members, for whatever reason, withdraw from SCCS or LDCSS and leave an amount outstanding, then TRC will administer these overdue accounts. These former members will continue to be approached in a Christian manner in attempts to ensure they fulfill their responsibilities to the Christian community as a whole. Further actions to collect these overdue amounts will be taken by the TRC as the Board directs.

D. Tuition Assistance

Our Society will strive to ensure that no child will be denied Christian education due solely to a lack of funds. Members who feel incapable of meeting their upcoming year's tuition, yet wish to send their children to SCCS, should make an application for assistance from the Tuition Assistance Fund (T.A.F.). This fund was established for the purpose of distributing financial aid for Christian Education to families who demonstrate legitimate

financial need. Tuition assistance is not a loan but a gift. Realizing that the need for tuition assistance is ongoing, the Board does expect those who receive tuition assistance, to continue to support Christian Education and donate to the school, and/or the tuition assistance fund after their children have finished attending the school, so that others may benefit as they have.

All applicants will be required to make application for assistance by filling in the prescribed form. These forms are available from your Board Representative, and will require you to state your total yearly income from all sources, your assets and debts. A sample form can be found in Section 310.1. Based on the information you supply, the TRC will make its decision as to what extent assistance will be provided. Applicants should first seek funds from family or others before applying to the T.A.F. The member is responsible for their membership fee. Tuition Assistance funds are applied only to the cost of tuition, and the maximum amount available is up to one-half of this tuition cost, or as the Board directs.

Total Tuition Assistance from all sources must not exceed the actual cost of tuition set by board. Applicants should have paid up commitments from previous year(s), before reapplying to the T.A.F. If tuition assistance funds are not used in a particular year, it should be set aside for later use. This should be done at the Board's discretion. The Board may also decide to set a minimum level to be maintained in the T.A.F. to be used during the current school year if exigent circumstances should arise for any member. All information provided by applicants, will be kept strictly confidential. Also, all funds given out and to whom must be kept confidential by the TRC. The TRC will give the Board a financial statement after the T.A.F. applications have been approved and any other time at the Board's request. This statement is for the Board's information only, and not submitted for approval as the TRC is a society committee of action, as per OACS manual on Effective Governance.

It is our hope and prayer, that the T.A.F. will be fully financed as follows:

- By members and others who are financially blessed.
- By our local churches, who in the past have done an excellent job of carrying out this responsibility and to whom we trust we can continue to look towards for financial assistance.
- By fund-raising functions.
- By members who in the past received assistance from the T.A.F. and are now financially capable of donating back to the fund.

NOTE: all donations made to T.A.F. are 100% tax deductible, and donations presently being made to help specific individuals will no longer qualify as such under current tax laws.

E. Tuition Rebate Policy

Any family that sends their children to the Strathroy Community Christian School for part of the school year will pay membership fees plus a prorated fee based on 10 months.

VI. Transportation:

A. Bus Routes

1. The routes are established to pick up as many children as possible within the time and financial allotments available.
2. Priority should be given to areas where there are clusters of families if at all possible.
3. Bus routes are re-established each June for the following school year. Changes in bus routes are to be approved by the transportation committee and reported to the board.

B. Bus Rules and Regulations

It is a shared concern for the Board, the Staff, the bus contractor, and bus drivers that your child should travel in safety during their trip to and from SCCS.

The bus companies make every effort to ensure that the buses are in the best operating conditions. The safety equipment is clearly marked. The drivers are also required to have special licenses to drive a bus.

In spite of all the training and control, one factor remains a potential hazard to your child - the collective behaviour of the passengers. Parents who have traveled any distance with boisterous children in the family car will quickly appreciate the distraction of forty or fifty young children who are eager to engage their youthful energy.

Therefore, success in providing the safest bus ride for your child also depends on him or her. Please discuss with your child the information in this section and urge him or her to know and follow the bus-riding practices.

Conduct on the Buses:

1. Remain seated while the bus in motion.
2. Refrain from speaking to the driver except in the case of an emergency.
3. Refrain from loud and boisterous talking on the bus.
4. Keep arms, head, and all other objects inside the bus at all times.
5. Fighting, wrestling or horseplay, and the throwing of articles on or off the bus is strictly forbidden.
6. No litter is to be left on the bus.
7. Absolutely no eating or drinking on the bus.

8. Students will be held responsible for any damage to the bus or to another student's belongings.
9. If students intend to get off the bus at a bus stop other than their own, a written request from the parent that has been approved and confirmed by the school office must be given to the bus driver.

Please keep in mind that the main responsibility of the bus driver is to get your child safely to and from school and it is not to sort out misbehaviour on the bus. The driver cannot watch the road and traffic and keep an eye on fifty individuals at the same time.

Action after a bus rule infraction:

1. If a student is brought to the principal by the driver of the bus for breaking one of the above rules the student will serve an appropriate punishment at school.
2. If the student breaks a bus rule for a second time they will receive an appropriate punishment and a call will be made to their parents or guardian explaining that the next offence will lead to a loss of bus privileges for two school days.
3. If the student breaks a bus rule for a third time they will receive an appropriate punishment and a call will be made to their parents or guardian explaining that the student will not be allowed to ride the bus for the next 2 school days.
4. If the student breaks a bus rule a fourth time their parents or guardian will receive a call explaining that their bus privileges have been taken away for one week and they will not ride the bus again until a meeting is held with the parents, child, and administrator and appropriate arrangements can be made.
5. A fifth infraction will lead to all bus privileges being lost for the remainder of the school year.

C. Inclement Weather

1. An emergency phone network is set up each year to notify parents of the cancellation or delay of bus service when the school receives word from Langs Bus Lines.
2. In case of early dismissal, all parents will be contacted in order to make bus drop off arrangements for their children.
3. In cases of a 1 or 2 hour bus delay, parents who drop their children off at the school shall do so no earlier than 10 minutes before the new start time.
4. In the case of a 3 hour bus delay we will not have school. The only exception to this would be in the situation when a special event for the day has been planned. Proper notification of this will be made during the phone network notification process.

5. Keep in mind that it is ultimately the responsibility of the parents to decide whether a child should go to school under questionable weather conditions.

VII. STUDENT SERVICES AND ACTIVITIES

A. Library

Over the past years, we have been fortunate that a considerable number of books have been added to the school library. Volunteers have acted as librarians so that the library could be put to good use during school hours. Library books may be borrowed on Thursdays but classes use the library throughout the week as well. Mrs. Jenny Feddema is our Head Librarian and anyone wishing to volunteer as librarian helper, may contact Jenny at 247-3727. All students have the opportunity to borrow books. Each child is allowed to take out 3 books (over 1 - 2 weeks). Books may be renewed with the permission of the class teacher. At the end of each term, students are required to return all overdue books and pay for any lost books. Students will not receive their report cards until all books are returned and fines are paid.

B. School Pictures

Class pictures are usually taken in early September. There is no obligation on parents to purchase any pictures but each child will receive a class picture at no charge. Graduation pictures will be taken in May.

C. Lost and Found

The box for the lost and found articles will be hung in the Health. We have found that many students leave clothes at school when they change for phys. ed. or when the weather gets warmer during the day. Please check with your child to make sure they are bringing their extra clothing home with them. Any unclaimed articles at the end of the school year will be donated to the Goodwill Shop or the Economy Shop.

D. Sports

1. Intramurals

Students are encouraged to participate in Intramural sports activities. Presently we have floor hockey, soccer, volleyball.

2. School Sports

Students participate in a number of sports with Thames Valley and the Woodstock District Christian School Association.

Throughout the year, we meet to participate in the following Sports activities:

Cross Country	-	September/October
Soccer	-	October
Volleyball	-	December

Hockey	-	March
Basketball	-	February/March
Track and Field	-	June

E. Student Health

Each year a health concerns list is compiled to make the school nurse and staff aware of any students in the school with any type of physical or medical limitations. This information is vital. It allows the teachers to accommodate students within the classroom setting and makes us aware of any health problems a student may have. If your child has any health concerns, please contact the office in September or at any time during the year when a new concern arises so that we can update our records and share this information with the appropriate staff.

The Middlesex-London Health Unit provides hearing, dental, and vision screening during the school year for some of the primary grades, along with a comprehensive immunization program for all students in Middlesex County of which the school nurse has varying degrees of involvement.

The Immunization status program gives parents the opportunity to update their child's immunization status by receiving the required immunization shots if you so desire.

F. Head Lice - see page 31

All of our students are checked for head lice 1 time a year by a group of parent volunteers. Any student who is found to have head lice will need to be picked up from school and begin the process of delousing. A hand out will be provided. Unfortunately the student will not be allowed to return to school until a head lice checker has determined that they are free of head lice. The Middlesex-London Health Unit will assist families who have difficulty taking care of the problem.

G. Volunteers

Presently the school has a number of volunteers. Volunteers help individual teachers, particularly at the primary level, and assist in the Resource Room on designated days. If you are interested in becoming a Volunteer at SCCS, please call the school office at 245-1934.

H. Special Education

The school provides remedial programs for students in need of extra educational help. Students who need extra assistance are usually referred by the classroom teacher, assessed by the resource teacher, all in consultation with the parents. If you feel your child may be in need of extra help in an area of learning feel free to bring this up with the classroom teacher.

If you feel your child may be in need of Speech Therapy or Occupational Therapy please let the classroom teacher or the resource teacher know. We receive funding from Community Care Access for these services and testing.

I. T.R.I.P. (Tuition Reduction Incentive Plan)

Volunteers in charge of this program purchase certificates from major grocery stores and other retailers and get a return ranging from 2% - 5% of the value of the coupon. This is a very profitable program to the school and costs nothing to use.

The money that is returned to the school from your direct certificate purchases all goes to reducing your individual tuition for the next school year.

Certificates are available by the use of a monthly order form. The form will come home with the last Connection of each month. All orders are due the first Monday of each month with pick up the second Friday of each month.

J. Chapels

Devotional chapels will be held generally on the first school day of each month. They will include singing and a short devotional time with school related announcements. The aim will be to make them worshipful, rather than entertaining. Parents and friends are invited to join us in praise and prayer. Please refer to the school calendar and "The Connection" for dates.

K. Graduation Awards

At the end of grade 8 there are a number of awards handed out to the students of our graduating class. Some of the awards are handed out at the graduation dinner and some will be handed out at the evening graduation ceremony. They are as follows:

1. Honour Student - Presented to the student that achieves the highest academic average in all subjects over the whole year.
2. Bible Award – Presented to the student with a high average and interest in this subject. Presented by the staff.
3. English Award – Presented to the student with a high average and interest in this subject. Presented by The Gospel Lighthouse.
4. History Award - Presented to the male and female student with a high average and interest in this subject. Presented by the I.O.D.E. Mary Armstrong Chapter.
5. General Proficiency Award - Presented to the male and female student with the highest overall average. Presented by the I.O.D.E. Mary Armstrong Chapter.

6. Citizenship Award – Presented to the male and female student who use their gifts to lead positively and create a more positive school. Using Presented by the Town of Strathroy.
7. Athletic Award – Presented to the male and female student athletic ability and positive team leadership skills. Presented by the Staff.
8. Most Improved Students Award – Presented to the student who has improved the most over the school year. Improvement may involve student attitude, grades, or a combination of the two. Presented by I.O.D.E. Mary Armstrong Chapter.
9. French Award - Presented to the student with a high average and interest in this subject. Donated by French Teacher, donated by Jane Bruinink (former French Teacher at SCCS).
10. Geography Award - Presented to the student with a high average and interest in this subject. Donated by Dr. T. Wolder.
11. Science Award- Presented to the student with a high average and interest in this subject. Donated by Dr. T. Wolder.
12. Perseverance Award - Presented and donated by the staff.
13. Music Award - Presented to the student with a high average and interest in this subject. Donated by the Belle Air Music
14. Art Award - Presented to the student with a high average and interest in this subject. Donated by the Art Teacher/Marg Bulk.
15. Math Award – Presented to the student with a high average and interest in this subject. Presented by Trojan Technology.

VIII. EXTRA CURRICULAR ACTIVITIES

The following is a list of extra-curricular activities that students can participate in over the school year. Please keep in mind that participation is voluntary and for some activities only those students who are selected will be able to participate.

1. Cross Country – All students in grade 3-8 can participate in train runs before recess in the fall and compete in 2-4 meets.
2. Soccer – Students in grade 6-8 may participate in this intramural activity and those students who are selected from this group will participate on the team that will represent the school at the district level. (September)
3. Volleyball – Students in grades 6-8 may try out for this team that plays against area public schools and our district's Christian Schools. (October and November)
4. Hockey Team – Students in grades 5-8 may participate in this club sport which practices before school on Tuesdays. From this large group a smaller team will eventually be selected to play exhibition games and in one tournament. (January to March)
5. Chamber Choir – Students in grades 5-8 may tryout for this group of singers who practice during the school day and occasionally after school. This group will sing with the other school choirs, at churches or other special events, and competes annually at the Kiwanis music festival.
6. Fine Arts Festival – 2 out of every 3 years students are selected for their work in either the performing arts or the presentation arts. In a performing

arts year students will compete against other Christian schools in the area of music and the spoken word. In a presentation year student work in the area of visual art and writing will be gathered from our district schools and put on display at our school for one week.

7. Basketball -- Students in grades 6-8 may try out for this team that plays against area public schools and our district's Christian Schools. (January and February)
8. Battle of the Books – Every other year students in grades 4-8 are given the opportunity to read a selection of books. Those students who finish all the books will participate in a day of questions and answers against other area Christian Schools.
9. Track and Field – While the entire school participates in Track and Field activities in the spring, students who do well enough at our local track meet will be selected to participate in the Woodstock District Field Day.

IX. HOUSE LEAGUES

Each student enrolled at SCCS is assigned a House League colour - Red, Green, Yellow or Blue. This colour is kept throughout their years at SCCS. Whenever a student participates in an extra-curricular activity, whether a sport, Fine Arts, Chamber Choir, or any of the other activities, points are awarded to their house league colour for their efforts. Students also accumulate points for their academic achievements, being named the Most Improved Student, or receiving a Citizenship Award. This is to encourage them to use their God-given talents in all areas of school activity and to build school and team spirit. All points are totaled throughout the school year. At our Celebrating God's Gifts Assembly in June, the year's winning colour is announced and students on the winning team receive a small token of recognition.

X. THE TEACHING AND SUPPORT STAFF

The teachers of Strathroy Community Christian School are members of the Ontario Alliance of Christian School Teachers Association (OCSTA) which is a professional organization concerned with the many aspects of teaching within a Christian School system.

A. Junior Kindergarten

Mrs. Megan From

Mrs. From grew up in North Bay, Ontario. For one year, she attended Kawartha Lakes Bible College in Peterborough, ON for the First Year Biblical Studies program. After completing this program, she returned to North Bay to obtain her Bachelor of Arts in Religion & Cultures at Nipissing University. She completed her Bachelor of Education (Primary/Junior Division), at Nipissing University as well. Since graduating, she has also completed Special Education Part 1.

Mrs. Marcella Grasman

Marcella Grasman lives in Strathroy with her husband Ron and three children. Marcella is assisting Mrs. From with the Junior Kindergarten Program as of September 2006. She has a Bachelor of Arts Degree from the University of Western Ontario as well as Early Childhood Education Certificate from Sheridan College.

B. Senior Kindergarten

Mrs. Shelley Berg

Mrs. Berg was born and raised in Wyoming, Ontario. She is a graduate of Redeemer College with a Bachelor of Arts degree (French major, English minor) and a Bachelor of Christian Education degree. She taught in Toronto for 8 years and in Wallaceburg for 1 year.

C. Grade One

Mrs. Diane Schelhaas

Mrs. Schelhaas comes to us from Dundas. She completed her teacher training at Redeemer College and Calvin College. She graduated with a BA and a B.Ed. She taught Grade 1 for 3 years in Toronto area, before moving into the Strathroy area. She has been supply teaching and filling in for numerous maternity leaves (Gr. 5-8 French and Music, Gr. 4 and Kindergarten) here at SCCS for many years.

D. Grade Two

Mrs. Jeanette Dykstra

Mrs. Dykstra comes to us from Sarnia, ON. She attended Sarnia Christian School and St. Clair Secondary School. She received her teaching degree from Calvin College with minors in Fine Arts, Social Studies and in elementary studies. She taught for one year in Fairview, Alberta.

E. Grade Three

Miss Joan Alexander

Miss Alexander attended Huron College at the University of Western Ontario and received her Bachelor of Education Degree in 1980. During 1980-81, she enrolled in a one-year diploma course at the London Baptist Seminary. Several additional qualifications have been achieved in a variety of areas.

F. Grade Four

Mrs. Jean Verburg

Mrs. Verburg comes to us from Wallacetown. She attended Redeemer College and worked towards a Social Studies Group Major. She completed her fourth year in the Education Program at Calvin College. She graduated in 1990 with a Bachelor of Christian Studies from

Redeemer and a Bachelor of Arts in Education from Calvin College. Jean received her Ontario Teaching certificate in 1992.

Mrs. Heidi Thuss

Mrs. Thuss grew up in Watford, Ontario. She graduated from Redeemer College in 1999 with a Bachelor of Christian Education degree and a Bachelor of Arts degree (English major). She previously taught in Wyoming, Ontario.

H. Grade Five

Mrs. Margaret Terpstra

Mrs. Terpstra graduated with a B.A. from York University and a B. Ed. from UWO in London. She spent a year at Dordt College, Iowa. She began her teaching career at London Parental Christian School where she taught grades Six and Seven, as well as some special education. She has also taken Special Education courses.

I. French and Music

Mrs. Natalie deSchiffert,

Mrs. deSchiffert was raised in Montreal, Que. and having been raised in a French province, most of her education was in French. She received her B.A. from Calvin College with a Major in Language Arts. Natalie teaches music and French in grade five through eight.

J. Grade Six / Art

Mr. Jonathan DeVries

Jonathan is from Dorchester, Ontario. Jonathan has a Bachelor of Arts from Redeemer with a major in art and a minor in history. He received his teaching degree from the University of Western, Ontario and started his career in Drayton where he taught grade eight for two years.

K. Grade Seven

Mrs. Julie Reitsma

Miss Reitsma was born and raised in Guelph, Ontario. She is graduate of the University of Guelph with a Bachelor of Science degree. (Wildlife Biology) After working for 31/2 years, she attended Redeemer University College where she received her Bachelor of Christian Education. She has taught in schools in Wellandport and Toronto.

L. Grade Eight

Mr. Kevin Wolting

Mr. Wolting attended University of Western Ontario with a Honours in BSC in Kinesiology. Mr. Wolting continued his education at UWO with a B.Ed. in teaching. He did his practice in teaching in London and Woodstock.

M. Principal

Mr. Marvin Bierling

Mr. Bierling was raised in Holland Marsh and attended the oldest Christian School in Ontario there. He received his BA and BC Ed. from Redeemer College and also has his Ontario Christian Teacher's Certificate. Mr. Bierling has taken on many coaching duties, been the computer co-coordinator and has written curriculum for the OACS. After 12 years of teaching and 4 year of serving as Vice-Principal, Mr. Bierling has been appointed Principal of SCCS. He received his Christian School Principal's Certificate in 2005.

N. Resource Teachers

Mrs. Margherita Bierling

Margherita Bierling graduated from Redeemer College in 1991 where she received her BA and Bachelor of Christian Education. She also has her Ontario Christian Teacher's Certificate. She has taught at John Knox Christian School in Woodstock for 6 years and has taken Special Education Courses and other workshops since graduating.

Mrs. Carolyn Elzinga

Carolyn Elzinga grew up in Grimsby, near Hamilton. She graduated from Redeemer College in 1999 with a BA in English and Psychology. She attended teacher's college at D'Youville College in Buffalo from 2000-2001. Carolyn taught in grades 4 through 6 for 1.5 years. She then worked as the Program Coordinator for the Learning Disabilities Association of Lambton. Carolyn has taken Special Education courses and Reading and Math courses since graduating

O. Administrative Assistant

Mrs. Sheila Pelleboer

Mrs. Pelleboer has been the secretary of SCCS since September 1998. She graduated from Humber College with a diploma in Medical Secretary and has taken several computer courses as well.

XI. THE BOARD AND STANDING COMMITTEES

A. THE BOARD

The Board's task is to safeguard the basis of the school as laid down in the constitution. They also manage the school's affairs through the use of various committees. To avoid conflict of purpose, all committees are responsible to the Board. It is the function of the School Board to transact all business that comes before it.

The Board meets once a month, usually on the 4th Thursday. Meetings are open to those who wish to attend but certain matters may need to be dealt with in camera. Please notify the Chairperson in advance if you plan to attend.

B. OTHER COMMITTEES

1. Program Committee

- a) Encourage and supervise the development of curriculum.
- b) Evaluate and recommend curriculum and text books.
- c) Visit classrooms on a regular basis to assist them in their decisions related to curriculum.
- d) Make curriculum recommendations to the board.
- e) Investigate with the staff, ways to improve the program of studies at SCCS.
- f) Provide advice to the principal on student Code of Conduct and discipline policy.

2. Human Resource Committee

- a) Assist the administrator in making staff hiring decisions.
- b) Make recommendations to the board with respect to policies related to professional development and staff supervision.

3. Finance Committee and Finances

This committee makes plans for a system of commitment by setting up a tuition schedule. It also becomes involved in the expenditure of school funds, preparing the annual budget, and evaluating the Insurance program. Through the treasurer, it reports regularly to the Board as to the financial status of the school. This committee meets once a month.

4. Maintenance Committee

This committee is concerned with the care, maintenance and adequacy of the school building, grounds, and equipment. It also supervises custodial work and generally supervises any maintenance type volunteer work to done the school

5. Community Relations Committee

Community relations includes two areas of activity surrounding two goals. The first goal is focussed internally, namely the improvement of the Strathroy Community Christian School Society.

The society is the organization of volunteers committed to a broad view of Christian education. The volunteers need to be organized to

assist in various society programs. Sometimes there will be an overlap between society and community activities. In that case, the membership and the community relations committees may want to collaborate. The second goal, the external one, is to establish a good reputation for society and SCCS in the same geographic area, most particularly the town or city in which the SCCS is located. This is a public relations and communication goal for the neighbourhood. This is the work of the Community Relations Committee.

Meetings are usually held once a month.

6.Home and School Association

This organization is involved in organizing meetings between parents and teacher with the purpose of improving communication and understanding between the home and the school. It is also in charge of hot lunches for students on special days like the Army Lunch on Remembrance Day, and Pizza Days before holidays and Field Day.

7.Membership Committee

This committee is in charge of signing up new members to SCCS and supplying members with membership cards, a copy of the Constitution, and any other relevant materials. It works in co-operation with the Board of SCCS and the Promotion Committee.

8.Auxiliary for Christian Education

The Auxiliary Committee serves as the primary organizers of fundraising activity at Strathroy Community Christian School to ensure a deliberate, methodical, and strategic approach to planning fundraising activities. This committee receives, compiles and evaluates all fundraising suggestions as they are presented. While members of the Committee compile and organize the logistics of the various fundraising activities, the general School membership is expected to carry out the actual fundraising where possible.

9.Transportation Committee

This committee regulates bus routing and maintains communication with the bus company in regard to adequate daily service. It formulates regulations with the bus companies in regard to adequate daily service. It formulates regulations and other policies with respect to transportation provided by the school.

Langs Bus Lines bus students to school. Arrangements can be made with other bus companies to include families not on the regular routes. For more information, please contact the Transportation committee at 245-1934. Transportation costs are included in the tuition fee.

PARENT HANDBOOK

TABLE OF CONTENTS

FORWARD	1
FOUNDATIONAL CONFESSION	2
I. EDUCATION PROGRAM	
A. THE PROFILE OF A GRADUATE	3
B. CURRICULUM	3
C. LONDON DISTRICT CHRISTIAN SECONDARY SCHOOL	4
II. GENERAL INFORMATION	4
A. SCHOOL DAYS	
B. STUDENT CODE OF CONDUCT	
C. DISCIPLINE, SUSPENSIONS, AND EXPULSIONS	
D. SCHOOL DRESS	
E. HOMEWORK GUIDELINES	
F. STUDY HALL	
G. TELEPHONE USE	
H. LEAVING SCHOOL PROPERTY	
I. ABSENTEEISM	
J. INJURIES	
K. ILLNESS	
L. INSIDE FOOTWEAR	
M. SUPPLIES	
N. MONEY AND VALUABLES AT SCHOOL	
O. SCHOOL TRIPS	
P. STUDENT INFORMATION SHEETS	
Q. GRIEVANCE / CONFLICT RESOLUTION	
III. COMMUNICATION WITH PARENTS	13
A. THE CONNECTION	
B. CHRISTIAN HOME AND SCHOOL MAGAZINE	
C. REPORTING STUDENT PROGRESS	
IV. PROMOTION, RETENTION, ACCELERATION, AND TRANSFER	14
A. PROMOTION AND RETENTION GUIDELINES	
B. ACCELERATION	
V. TUITION PAYMENTS AND RELATED ITEMS	15
A. TUITION	
B. TUITION POLICY	
C. DELINQUENT TUITION POLICY	
D. TUITION ASSISTANCE	

	E. TUITION REBATE POLICY	
VI.	TRANSPORTATION	18
	A. BUS ROUTES	
	B. BUS RULES AND REGULATIONS	
	C. INCLEMENT WEATHER	
VII.	STUDENT SERVICES AND ACTIVITIES	20
	A. LIBRARY	
	B. SCHOOL PICTURES	
	C. LOST AND FOUND	
	D. SPORTS	
	E. STUDENT HEALTH	
	F. HEAD LICE	
	G. VOLUNTEERS	
	H. SPECIAL EDUCATION	
	I. TRIP	
	J. CHAPELS	
	K. GRADUATION AWARDS	
VIII.	EXTRA CURRICULAR ACTIVITIES	23
IX.	HOUSE LEAGUES	24
X.	THE TEACHING AND SUPPORT STAFF	24
XI.	THE BOARD AND STANDING COMMITTEES	27
	A. THE BOARD	
	B. OTHER COMMITTEES	
	1. PROGRAM COMMITTEE	
	2. HUMAN RESOURCE COMMITTEE	
	3. FINANCE COMMITTEE AND FINANCES	
	4. MAINTENANCE COMMITTEE	
	5. COMMUNITY RELATIONS COMMITTEE	
	6. HOME AND SCHOOL ASSOCIATION	
	7. MEMBERSHIP COMMITTEE	
	8. AUXILIARY FOR CHRISTIAN EDUCATION	
	9. TRANSPORTATION COMMITTEE	