



Parent Handbook

Knox Christian School
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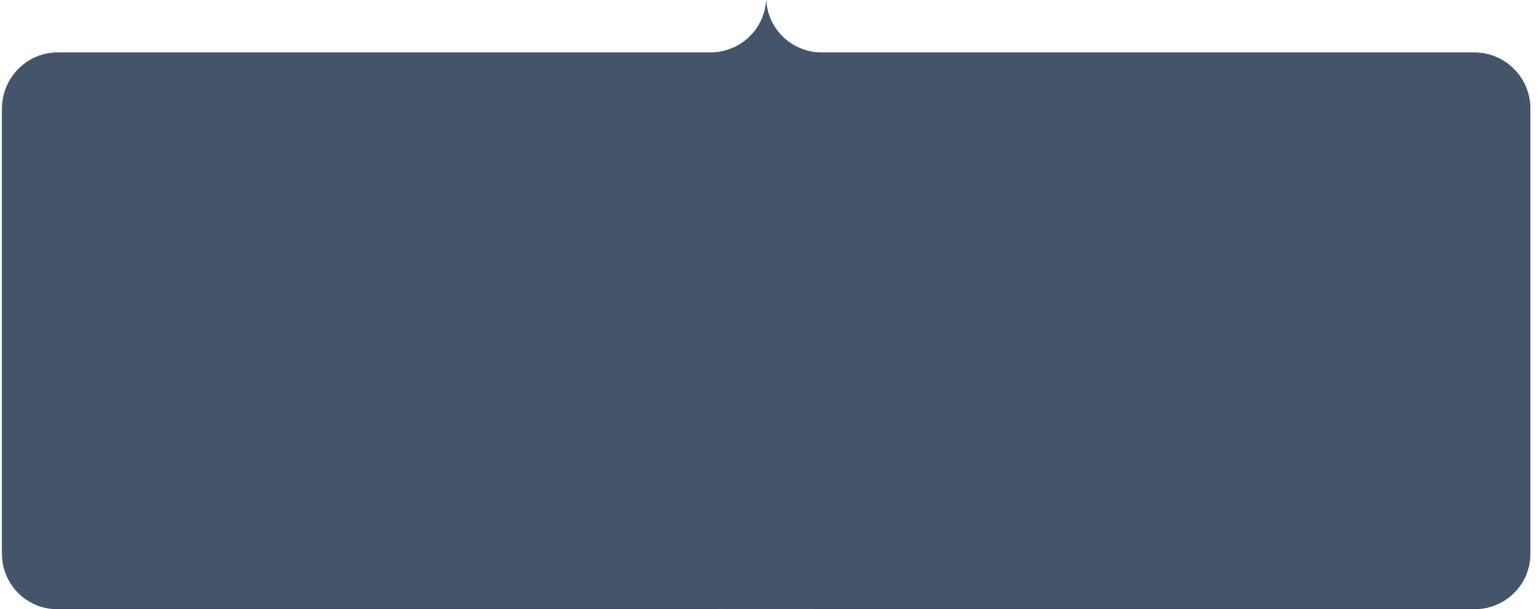


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Dear Parents,

This Knox Christian School handbook is made available as a service to you and your school. It is another link between parents, board, and staff. It is our wish that mutual cooperation will be enhanced by this handbook.

As a handbook, it provides a variety of practical information. It will help you to find answers concerning questions on school procedure. It provides a summary of the curriculum, lists school programs and events, and states rules and regulations which relate to school policy. In short, this handbook will help you to keep in touch with Knox and make you familiar with day-to-day procedures.

We trust that all of us will benefit from its use. We hope that it will be read and consulted regularly. The contents of our handbook are updated and revised annually. All new families will receive a copy of the handbook. Every five years, we will distribute a new copy to every family.

Thank you for your partnership in the education of your precious children. We promise to do the best we can, with God's help, to provide a safe, loving, and high-quality Christian education.

In Christ,

Mr. Paul Marcus
Principal



Section One

School Overview



A. BRIEF SCHOOL HISTORY

The Knox Christian School Society (changed to Bowmanville District Christian School Society in 1996) began in 1950 as a fledgling organization of a few parents who were committed to the concept of providing a Christian education for their children. After the property was purchased and the original 4-classroom structure was built, largely through volunteer labour, Knox Christian School opened its doors for the first time to 90 eager students in September, 1957. Building additions were added in 1960, 1964 and 2004, bringing the school to its present size.

B. PROFESSIONAL ORGANIZATIONS

Knox Christian School is a member of the following organizations:

1. C.S.I. Christian Schools International (with over 600 schools around the world)
2. C.S.C. Christian Schools Canada (with over 225 schools in Canada)
3. C.S.S. Christian Stewardship Services
4. O.A.C.S. Ontario Alliance of Christian Schools (with over 73 schools in Ontario)

We are very thankful that we belong to organizations that provide us with the necessary guidance from year to year!

C. WHAT IS CHRISTIAN EDUCATION?

In Christian Education we attempt to place all learning, all our aims and objectives, and all the various school activities in relation to God, our Maker and Redeemer. All our motives must be governed by the controlling power of His Word. Our schools exist by the grace of God, for the purpose of glorifying His Name, to guide children and youth to dedicate themselves to performing competent and responsible service to the Lord in church, state and society.

For the Christian parent, education will be the preparation of the child for mature Christian living. Using God-related knowledge as the tool, the Christian school aims at three areas of response:

1. A personal, devotional response to God.
2. A response to humans as fellow image-bearers of God.
3. A responsible, stewardly response to creation at large.

In order to prepare a student for a life of active service in all of society, this formal academic education must be of good quality and based upon God's revelation in His infallible Word and His Creation. The Christian school aims for continued growth and development of the students, as Christians living in God's world and as citizens of His eternal kingdom.

D. MEMBERSHIP

The Bowmanville District Christian School Society recognizes anyone as a full member who is willing to subscribe to and abide by the basis articles II and III of the Constitution, further explained in the school's Educational Creed. Every member shall complete and sign the Membership application form.

Some of the privileges and duties of such a membership include:

1. A member may attend the membership meetings.
2. A member is entitled to vote at the membership meetings, one vote per family.
3. A member may serve as a school board or committee member.
4. A member will provide the school with adequate financial support.

The annual membership fee is \$150.00 per year. That fee is included as part of the tuition fee for parents whose children attend the school.

1. **Membership Meetings - November & May**

Twice per year the Bowmanville District Christian School Society (BDCSS) is required to conduct membership meetings. The agendas are sent out two weeks before the meeting and the agenda consists of devotions, Knox principal's report, Durham Christian High School principal's report, budget news, board news, and other pertinent information. In order to become a member, a person must complete an application form and attend a membership orientation meeting. This process is a separate one than enrolment.

2. **Membership Application Evening**

When applying to become part of Bowmanville District Christian School Society (BDCSS), the applicant(s) agree to the items found on the Membership Application form (a copy can be requested from the office or it can be found on our website). In addition, all applicants must attend a Membership Application Evening where Board representatives and applicant(s) discuss the structure and intent of BDCSS. The two interviewees make an acceptance recommendation to the Board if it is deemed the applicant(s) are compatible with BDCSS. For more information about membership, please contact the principal.

E. CONSTITUTION

The constitution defines, for the society, the philosophy, foundation, rules, and procedures necessary to provide a smooth functioning charitable organization. Feel free to contact the school's office for a copy of the constitution of the Bowmanville District Christian School Society.

The Board of Bowmanville District Christian School Society is in charge of Knox Christian School. The Board members are elected to the Board by the membership for four-year terms. The BDCSS Board meets ten times per year and cares for the vision and mission, finances, and policies of the school. There are many committees of the Board that complete work and report to the Board.

F. SCHOOL BOARD COMMITTEE FUNCTIONS

1. **Building and Grounds Committee**

The Building and Grounds Committee is responsible for maintenance and improvements to the school building and grounds. They are also involved in related issues such as rental of the school facilities, and long-range planning for the school premises and facilities.

2. **Development Committee**

This committee is responsible for promoting the school and Christian education generally, as well as promoting and monitoring student admissions and society membership. In addition, this committee now also promotes "planned giving" through the Central Ontario Christian Education Foundation (COCEF).

3. **Finance Committee**

The Finance Committee is responsible for supervising the financial operation of the school. An important annual task is the planning and setting of the school budget. Throughout the year, this committee monitors income (via tuition, donations, fund-raising, etc.) and expenditures. The committee is involved in tuition relief for needy families and may be involved in special fundraising projects. The Financial Administrator is an active member of this committee

4. **Human Resources Committee**

This committee consists of three board members, one or two society members, and the principal (or vice-principal as alternate). It advises the board with respect to appointment of persons to fill declared

vacancies and adoption of procedures with respect to evaluation and dismissal of full-time and part-time staff.

5. **Program Committee**

This committee consists of one Board representative, three to five society members, Vice-principal and Principal. It is appointed by the Board to provide policy advice in:

- a. Program studies
- b. Student activities
- c. Instructional materials
- d. Curriculum policies
- e. Student Code of Conduct and discipline policy

6. **Transportation Committee**

This committee is responsible for managing our bus routes and contracting our transportation to a qualified provider.

G. OTHER COMMITTEES AND ROLES

1. **Durham Christian High School**

Three school board members serve as local Bowmanville representatives on the board of Durham Christian High School and serve on the committees of that school as well.

2. **Fundraising Committee**

Fundraising is organized by a group of parents and supporters who by their voluntary services gather in funds for Knox Christian School. This work involves selling cheese, selling grocery store coupons (TRIP program), and other fundraising activities in the community.

3. **Bazaar Committee**

The Bazaar Committee organizes the major fundraising event of the year. The Bazaar is scheduled for the first Saturday in December.

4. **Contract Partnership Committee**

This committee discusses issues associated with employee wages and benefits. Two staff members, two board members, and two community members serve on this committee.

5. **Adhoc Committees**

Various other committees may be commissioned by the school board as the need arises. They will usually serve for specific periods of time only.

6. **Non-Education Staff Roles:**

a. **Principal/COO:**

The school's principal (also the chief operating officer) is in charge of the school society's main program, the school. By contract and law he/she is an officer of the board charged with executing the board's policies for the school, especially staff supervision and curriculum supervision and student behaviour. In order to fulfil this role properly, he/she attends all board and executive meetings as a non-voting member

b. **Financial Administrator:**

Receives and disburses all monies for the corporation as well as maintaining all appropriate records.

- c. Communications Director:
He/she is responsible for the overall planning, organization and direction of BDCSS's communication strategies and fostering a greater positive awareness in the local community, among local churches and with parents and supporters.
- c. Office Administrator:
He/she is the face of the school answering questions and directing all queries to the correct recipient.
- d. Transportation Co-ordinator
Co-ordinate all transportation for the Bowmanville District Christian School Society, including bus schedule creation, class trips, and bus rentals, as well as being the contact between BDCSS and the contracted Operator for concerns throughout the year.

H. SCHOOL CALENDAR

Each August the school calendar is distributed to families. Contact the office for a copy of the current calendar.



Section Two

School Policies



I. TRANSPORTATION

1. Bus Routes

Knox outsources our student busing to Phoenix Transportation, located in Bowmanville. The principal is responsible for student behavior on the buses, and will work with bus drivers to ensure the code of conduct is followed. Each year, bus routes are determined by the Knox Transportation Coordinator and the Transportation Committee to service families living within our Transportation Boundaries. Bus route information with pickup and drop of times and locations will be distributed to families at least two weeks prior to the start of school.

2. Code of Conduct for Students:

Each family is given the privilege of riding the bus. Below you will find the expectations for bus use. We pray that the Lord will guide us as our drivers put many kilometers on the buses.

- a. Please ensure that you respect each bus driver and rider. Arrive at your pick-up point at least five minutes prior to pick up time. Board the bus in single file and in an orderly manner. Always obey directions and instructions of the driver.
- b. Please keep your equipment and body parts out of the aisle where possible. Each student may board the bus with a school bag and band instrument. If the item does not fit into the bag, it may not come on the bus unless previous arrangements have been made. Skates must have skate guards or protective material in place.
- c. Students are requested to keep the volume down so that drivers can safely carry the passengers. Refrain from talking to the driver while the bus is in motion, except in case of an emergency.
- d. No eating or drinking on the bus at any time.
- e. Always sit in your seat while the bus is in motion. Never leave the bus at any stop other than that predetermined by school or parental permission.

3. School Closing (re: Snow Days)

School-wide bus cancellations will be broadcast via our automated telephone system. Contact the office to change your contact phone number or you may choose to receive the message on your cell phone as a text message. Please visit the Knox website (www.knoxchristian.com) for posting of transportation cancellations, or listen to 94.9 FM (The Rock), 95.9 FM (KX96) or 1580 AM (CKDO) radio for school closing information.

4. Bus Contact Information

During school office hours you may contact the school directly regarding transportation questions or concerns. If you need to inform your bus driver that your student will not be on the bus, or if you have a question about a bus delay, please contact Phoenix Transportation directly at 905-697-0503.

4. Winter Equipment - Skates only

Skate guards are required unless the skates are contained in a durable bag. Skates must be handled with great care on the bus. Sleds, toboggans, hockey sticks, Crazy Carpets, etc. are not permitted on school buses.

5. Cold Weather

If the weather is extremely cold or rainy, younger children may be kept indoors until you see the bus approaching. In such a case it is necessary to put a lunch box at the road so that the bus driver will know that he must stop. Do not keep the bus waiting, if possible. When temperatures drop below -15 degrees Celsius (including wind-chill factor) students will be permitted to stay indoors at noon hour and recess times.

J. CURRICULUM

1. **Perspective**

Each person looks at the world from a certain perspective. We believe that no education is perspective-free. Hence it is imperative to educate children so that the truth of this creation is explored from a Christian perspective. Students must learn that the world was created by God, smudged by sin, and restored again through Jesus Christ.

In Knox Christian School, students learn to transform the world. Students learn that the world belongs to God, who created it and cares for it. They learn that Christ came to redeem the world and make it new again, and they learn that the Holy Spirit empowers people to carry out God's work in His world.

It is our perspective that we must "train a child in the way he should go and when he is old he will not turn from it" (Proverbs 22:6). The course content, the teaching style, the evaluation, and the atmosphere must be consistent with the mission and vision of Knox Christian School.

"Then you will understand the fear of the Lord and find the knowledge of God. For the Lord gives wisdom; from his mouth come knowledge and understanding" (Proverbs 2:5-6).

2. **Objectives**

- a. The curriculum is to be comprehensive. It includes the study of the Bible, language arts, physical education, French, mathematics, art, music, science, and social studies.
- b. The curriculum shows progression from one grade to the next grade.
- c. The curriculum shows the interrelatedness of the subjects.
- d. The curriculum helps the student develop into a mature citizen of God's kingdom.
- e. The curriculum recognizes the nature of child growth and provides for individual differences.
- f. The curriculum recognizes the general principles of learning.
- g. The curriculum meets or exceeds the Ontario Ministry of Education guidelines as long as it does not interfere with the purpose of Christian education at Knox Christian School.

3. **Process**

An aspect of our curriculum is reviewed each year. All subjects will be reviewed on a six-year curriculum review cycle. The Ontario Alliance of Christian Schools (OACS) and Christian Schools International (CSI) produce wonderful curriculum documents which we adopt for our classroom use.

The following summary is designed to be an overview. For more specific detail, you are asked to phone the office to view the document entitled "Curriculum Outlines." For more specific unit content, you are asked to view the specific unit binders that are found in the various classrooms.

4. **Kindergarten**

Junior Kindergarten (JK) children must be 4 years of age as of Dec. 31st. Senior Kindergarten (SK) children must be 5 years old as of Dec. 31st. The Kindergarten program is offered three full days each week. A specific schedule and Kindergarten Handbook are given to parents at the beginning of the school year.

The main goal of the Kindergarten Program is to provide a warm, loving, friendly, caring, learning, atmosphere. Students learn about themselves, their family, friends, community, animals, and God's love in our world. The units are integrated with the activities in learning centres. Playtime is twice a day and physical education is every day. The day involves many stories, games, fingerplays, songs, and dress-up

times. The students also learn colour words, alphabet letters, numbers, and a math workbook is used. During the year, the class goes on several field trips. Students learn that God has a place for us and that we can love Him as a child of God. Kindergarten means a full day where children learn to use their minds, bodies, and the skills that God has given them to develop to His honour and glory. The Kindergarten program gives each child the opportunity to exercise his/her full potential socially, emotionally, spiritually, physically, and mentally:

- a. to lay the foundation in the child for spiritual growth and development through Bible stories, songs, discussions and everyday life situations.
- b. to develop in the child an awareness of God's beautiful creation through the use of his/her senses.
- c. to exercise curiosity and problem-solving skills through discussion, observation and experimentation in order to build up the child's God-given talents.
- d. to develop in the child better communication and oral language skills through a wide range of sensory experiences, role-playing, discussions and listening to stories and poems.
- e. to promote health, physical growth and small and gross motor development of the child's God-given body through a wide range of physical activities.
- f. to encourage the child's social skills and ability to share and cooperate with others through learning and activity centres, games and discussions.
- g. to develop the child's talents of creativity and individuality through self-expression in the arts and music.
- h. to encourage independence in each child through helping him to dress by himself, care for himself and the classroom.

5. **Subject Areas**

Our teachers want to teach our students how to analyze the culture in which they live. It is important that they ask questions about how certain topics and issues relate to the Biblical themes of creation, fall, and redemption. We want our students to ask questions about who they are and what they are doing here on earth. A Christian perspective promotes discussion and interchange!

a. **Biblical Studies**

Biblical studies introduces children to the most significant insights and ideas of our Biblical, Christian heritage. Students explore the drama of covenant history as it moves from Genesis through Revelation. They study the promises of the Old Testament and the fulfillment in Christ of the New Testament.

Students learn to see the Biblical view of man, woman, and child created as images of God, both as sinners and as saints. The central Biblical themes of covenant, kingdom, church, world salvation, judgment, law, and gospel are developed. Students see that Biblical norms and guidelines apply to knowledge, love, human relationships, government, family, war and peace, and justice. For Biblical studies, the Bible is the main textbook. But it is a text with a difference: we study it as God's Word so that we can submit ourselves to it more fully.

b. **Social Studies**

In Knox Christian School the starting points of social studies are that the Sovereign God is our Creator and King and that the shadow of sin on earth can be lifted only through Christ's redemption. In social studies children learn about human interaction in the context of people's and civilizations' relationship with God.

Students learn that all people are called to exercise dominion over creation by using its riches in a harmonious and fruitful way. They learn that all the various aspects of life are interrelated within any given culture. They learn about the role that God's people have played in history. They learn about their present place and task through a study of western civilization, both past and present. In all this, they learn to see the connection between human cultural efforts and the coming of God's Kingdom and the fact that Christ's cross and resurrection guarantee victory over the despair of sin.

c. **Language and the Fine Arts**

Jesus calls His disciples to be healing, reconciling agents. Effective use of language increases the ability of students to serve God and people in a loving, God-honouring manner. Literature helps the student to discover the meaning of a piece of writing.

In Knox Christian School the student must be helped to ask some basic questions: Is the writer faithful to the craft of writing, and obedient to the Lord in using language as a gift of the Lord? What view of life does an author convey? How does a writer treat the facets of life selected? What meaning does the writer give them? Does the writer's treatment acknowledge or suppress the sovereignty of God? Knox Christian School does not teach only Christian literature. But for all prose and poetry studied it helps students test the spirits that shape the use of our God-given language.

The fine arts program seeks to reflect the joy, the delight, the creativity, as well as the struggles God expects His human creatures to experience. It seeks to open up to children the worlds of art, music, and drama, to study the techniques, and to see how these are affected by the spirit of the age in which the art was produced. When students respond in the fine arts to their perceptions of God's Word and world, the results are valid expressions of faith.

d. **Science and Mathematics**

The study of science and mathematics should enable students to be better stewards of God's creation in daily living. They must learn that physical and living things are part of God's plan, created by Him and not just a product of our environment. Science and mathematics are cultural activities through which God must be glorified, activities that have been used to shape (and misshape) society.

Students must study mathematics and science in the context of their growth in history. Thus they develop a Biblical perspective in personal and communal decision-making. Through the study of science, students gain a deepened understanding of how they too are the caretakers of creation and responsible to God for maintaining and developing it.

Knox Christian School uses its curriculum to equip its students to live lives of response to their Creator, Redeemer, and Lord. The school tries to structure its curriculum in a way that proclaims the need for a commitment to Christ, the Lord of all creation, and to reveal the claim God has on all of one's life.

e. **The Focus of all Learning**

Discipline and discipleship are closely related. The purpose of discipline is to lead students to be disciples of Jesus Christ in the everyday situations they face. Whether it be talking to a student, discussing a unit on advertising, deciding on extra-curricular activities, or determining

regulations for the school - all aspects of Knox must be integrated and unified so that God's principles for living are followed.

Regulations will always be necessary for a school to function properly, even if a Christian program of instruction with a sound learning atmosphere has been established. Knox may not allow situations to occur that disrupt the learning of other students. Students must show respect for the teacher, for each other, and for each other's property. At the same time, Knox follows Paul's injunction in Ephesians 6:4 "Do not exasperate your children; instead, bring them up in the training and instruction of the Lord." The discipline in Knox Christian School tries to help children become true disciples of Christ.

6. **Resource Program**

The resource program is set up so that students from grades 1 to 8 can benefit. Students are admitted when a need is evident, upon advice of the classroom teacher and the consent of the principal and/or resource teachers. The parents are informed of this decision when the program begins. The following characteristics would qualify a student for this program (if space permits):

- a. Students who experience difficulties in understanding the regular classroom lessons.
- b. Students who are unable to complete the expected classroom assignments with adequate comprehension of the given concepts.
- c. Students who need special assistance in mastering necessary basic skills.
- d. Students who have been diagnosed by means of various tests as having learning difficulties (or disabilities). Such students may require a modified program in a given subject or subjects. This program is to be developed by the Resource teacher in consultation with the classroom teacher.

The tasks students are required to complete are directly related to the basic academic subjects taught in the school. The work includes assignments in mathematics, reading, grammar, spelling, or composition.

A schedule of times and activities is arranged by the Resource teacher. The frequency of weekly visits as well as times of the class periods will be agreed upon by the teachers involved. A Special Education Handbook outlining the resource programs is available upon request from the office.

7. **Computer Use Policy**

- a. **Guidelines for locating Internet resources:**
 - i. Using Internet resources: Students should be guided to web sites that a teacher in their unit and lesson planning has determined contains both developmentally and pedagogically appropriate information. As students develop their use of the Internet they are guided to move from carefully laid out web quests to locating suitable web sites on their own. In the primary grades web based activities will be initiated by having the teacher open the web site for the student. In the junior grades students will be given tools for conducting basic web searches as part of finding helpful resources. In the intermediate grades students will be taught advanced strategies for conducting web searches.
 - ii. Critically assessing resources: Students should begin research topics by first using edited materials such as encyclopedias, books and magazines. After understanding the parameters of their topic they are better prepared to critically assess the information. Students are made aware that the authenticity of the resources they locate on the web must be critically evaluated for accuracy, point of view and bias. The ease of getting material published on

the web means that the reliability associated with the traditional editing procedures has generally been eliminated.

- iii. Using E-mail communication: Students are instructed on using e-mail services to enhance the education process. The e-mail messages should be positive and up building, intended to be a catalyst for a beneficial interaction between the sender and the receiver. Students should receive teacher approval prior to sending e-mail messages to strangers, 'experts' and resource people that have been located on the Internet. The teacher's judgment is intended to determine the potential helpfulness of the communication and monitor any potential privacy issues. Students are not to send out personal information such as phone numbers or home addresses or forward messages from others sources.
 - iv. Discussing through Chat Rooms: Students are only to engage in monitored chat room or similar discussions with the approval of an informed staff member. Chat room discussions must be related to the educational enterprise and must be supervised by a teacher who is within reasonable proximity of the activity. For safety reasons a student should never give their home phone number or address to a person they meet in a chat room. Students should also be advised about revealing their identity through conversations in which incidental information about their school, sports team or other identifiable particulars are mentioned. A student should never agree to meet someone in person whom they have met online. A school initiated twinning project with a partner school could find an on line chat activity beneficial.
 - v. Other services: Students are to respect the work of others by acknowledging sources when quoting from specific work done by others. The work of others includes text material, graphic images and both public and non-public domain software. Downloading of offensive or illegal materials, such as copyright material obtained without permission, will not be tolerated. All downloaded material must be scanned for viruses.
- b. **Remediation procedures for students who deviate from the guidelines**
- i. Students who convey by their action a lower level of trust will have their computer use privileges modified to concur with their level of accountability.
 - ii. Students who have 'broken trust' will be guided more deliberately and have their computer use partially restricted. As they begin to demonstrate greater responsibility the level of supervision will be adjusted to acknowledge a demonstrated increased level of accountability.
- c. **Guidelines for responsible Classroom pedagogy using Internet resources**
- i. Structuring teacher directed lessons: Teachers can enhance the use of Internet resources by structuring the research activity through the use of borrowed or self-developed webquests or similar tools. The teacher will ensure greater quality and value to the assignment by giving students clear parameters for the length, format, style, audience and structure of the finished product. A well-structured assignment can be a significant deterrent to attempts by students to plagiarize. Teachers should teach or review research skills such as note taking using key words to help students sort through and organize a deluge of relevant and irrelevant information.

- ii. Structuring independent student activities: Teachers can enhance the use of Internet resources for independent activities by giving the parameters of length, format, style, audience and structure for the assignment or by requiring students to submit a proposal including the parameters of length, format, style, audience and structure prior to the start of the project.
- d. **Other resources**
- i. Filtering software being used: A minimum of filtering software is being used for two reasons. First, filtering software can give a false sense of security that offensive materials are being screened. Filtering software cannot effectively screen offensive material because material that is posted on the web is often misrepresented in an attempt to circumvent filtering software. Second, filtering software has the unfortunate problem of filtering out useful information because keywords are routinely being 'hijacked' for nefarious purposes. A minimum level of filtering is being used to block blatantly offensive material.
 - ii. Monitoring software being used: Monitoring software is commercially available, enabling staff to visually scan the activity on the school network from a remote location. Monitoring software will be installed at a time that the staff determines that there is a need for an increased level of security.
- e. **Appendix: Guidelines for students using school computers._**
All students are required to:
- i. Use computers in a responsible manner for educational purposes only.
 - ii. Log onto the school network using their user-name.
 - iii. Save a copy of all work in progress on their network drive.
 - iv. Remove obsolete assignments from the network drive. Projects of value may be 'burned' onto a CD at the end of the school year.
 - v. Obtain permission from a teacher before downloading software.
 - vi. Scan downloaded files for possible virus contamination.
 - vii. Scan any disks from outside the school for possible viruses prior to using them in school equipment.
 - viii. Log off before walking away from the computer.
 - ix. Leave the computer workstations tidier than when they arrived.
 - x. Print assignments after they have been carefully proofread and use a peer editor when possible.
 - xi. Refrain from unnecessary printing of web pages when searching for information by taking notes or saving the file to disk for reading later.

K. STUDENT BEHAVIOUR

"Do not use harmful words, but only helpful words, the kind that build up and provide what is needed, so that what you say will do good to those who hear you..... Instead, be kind and tender-hearted to one another, and forgive one another, as God has forgiven you through Christ."

Ephesians 4: 29, 32

1. **Actions and Attitudes**

Students' conduct both in and out of school reflects on our school. As an honourable student and a child of Jesus Christ, students are expected to keep this in mind at all times.

2. **Student Code of Conduct**

The basic guideline is positive: "Love God with all your heart, mind, soul and strength, and your neighbour as yourself." God has promised to those who are reconciled to Him through Jesus Christ that He will write that "law" on their hearts (Jer. 31:33; Heb.8:10). When He does, here are some of the attitudes and actions which follow:

- a. Our Relationship with God
 - i. We will speak of God in respectful ways.
 - ii. We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, and sharing.

- b. Our Relationship with Those In Authority
 - i. We will be respectful in our speech and conduct.
 - ii. We will be obedient to those in authority over us.
 - iii. We will not condone the disrespect displayed by others to those in authority.

- c. Our Relationship to Others
 - i. We will be respectful of others.
 - ii. We will address each other properly and not resort to name calling, swearing, or dirty language towards each other.
 - iii. We will respect each other's property and encourage everyone to feel included.
 - iv. We will respect each other's person and remember "no touching except for helping".
 - v. We will learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

- d. Our Relationship to School Property
 - i. We will respect school property. This includes furniture, books, equipment, and building.
 - ii. We will report any damage done and volunteer to pay for damages if we are responsible.
 - iii. We will accept responsibility for the cleanliness of the school and grounds.

*"My son, do not forget my teaching, but keep my commands in your heart, for they will prolong your life many years and bring you prosperity".
...Proverbs 3:1,2*

3. **School and Playground Rules:**

- a. Under no circumstances are students allowed to leave the school grounds without specific permission from parents. This includes climbing the back fence to retrieve balls. Parents should notify the office when taking their children from school.

- b. Bicycles are to be parked in the bicycle stand in front of the school only. Bicycle riding on school grounds during school hours is not permitted. Cyclists are not allowed to leave until buses have departed.

- c. Bicycle racks are out of bounds during school hours.

- d. No one is allowed on the school roof at any time.

- e. No snowballs or face-washing permitted on school grounds (unless permission has been granted by school staff).

- f. No playing in the parking lot or in front of the school (unless permission has been granted by school staff).
- g. Students are not permitted inside the school before 8:35 a.m. without specific permission, such as for very cold or inclement weather.

L. GRIEVANCE POLICY

Each individual is created in God's image, as an important servant of the King and a steward in his kingdom. The Christian school is an institution that is under the rule of Christ and its reputation reflects on the reputation of Christ and his kingdom. Consequently, it is everyone's responsibility to observe and adhere to the ethical rules designed to honour the reputation of God's servants and institutions.

The Bible contains many direct rules and indirect stories from which we can learn how we ought to live together and treat one another. The following passages call us to live in harmony as the renewed people of God in all of life's relationships, and to show respect to each other according to the relationships God has put us in.

Ephesians 4

¹...I urge you to live a life worthy of the calling you have received. ²Be completely humble and gentle; be patient, bearing with one another in love. ³Make every effort to keep the unity of the spirit through the bond of peace."

¹⁵Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ. ¹⁶From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."

²⁹Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Keeping these Bible passages in mind, the following outlines the procedures for resolving conflicts.

1. Disagreements on issues

- a. parent communicates with the principal;
- b. principal may consult with the teacher(s);
- c. principal may refer the matter to the School Program Committee if it falls within the committee's mandate.
- d. principal makes a decision.
- e. Once the decision has been made, the principal communicates the decision back to the person who raised the issue.

2. Disagreements involving personal behaviours or personalities

- a. The parent meets with the teacher to discuss the matter. The teacher and parent try to come to a resolution.
- b. Either the teacher or the parent may request the principal to be at the first meeting if they feel uncomfortable in meeting together.
- c. The teacher and parent try to come to an agreement to resolve the situation.
- d. If the parent and teacher cannot agree on a resolution, the teacher makes a decision, or refers the matter to the principal.

- e. The parent may appeal the teacher’s decision to the principal. The principal will normally consult with the teacher and may arrange a meeting to discuss the matter with both parties.
- f. The principal tries to help the two parties come to a resolution. If necessary, the principal makes a decision.
- g. Both the teacher and the principal make a record of the resolution.

3. **Complaints**

- a. Every complaint that can’t be resolved using the aforementioned protocol should be directed to the principal.
- b. The principal will assess the problem and identify how it should be handled.
- c. It is impossible to be prescriptive or definitive about the precise procedures to be used, because the range of possible problems is very wide.
- d. In every case, the principal must introduce the person to the proper procedures for dealing with the complaint and help work towards a just treatment of the issue.
- e. The principal must always communicate with the appropriate parties, including the complainant, and advise them of the resolution when this has been achieved.

For a copy of the entire sixteen-page Grievance Policy, please contact the school’s office.

M. STUDENT SAFETY POLICY

The health and safety of the students entrusted to our care is placed in high priority at Knox Christian School. We believe that students learn best when they are in a safe and caring environment. To that end we will strive to ensure the safety of our students by providing proper supervision and a safe physical environment. Students are educated in safety matters so they can be informed and understand what course of action to take when confronted with a safety issue. Staff and volunteers will model best practices so students will learn by example as well as through direct teaching.

1. **School**

- a. All teachers, support staff and regular volunteers will have a police check on file in the school office.
- b. All visitors to the school are to report to the office.
- c. All doors to the outside except the main entrance will be locked during the day.
- d. The school participates in a “School Watch” program and informs teachers and staff when the risk level in the community has been elevated.
- e. Students are taken through at least six fire drills a year to ensure safe and prompt evacuation of the building in case of an emergency.
- f. First aid supplies are updated as needed and inspected quarterly.
- g. First aid procedures are designed to ensure proper blood cleanup.
- h. Bus zone supervision is designed to ensure visual contact for the area to ensure safe loading and unloading of students and safe movement of busses.
- i. The school will put in effect a school Emergency Lock-Down in the event that there is a dangerous person on the school property.
- j. Students will be kept in the building during weather conditions by which their health and safety are considered by the principal or vice-principal to be compromised due to extreme cold (-20 with wind chill), rain or muddy conditions.
- k. When students are kept inside they will be supervised. If a classroom teacher is unable to supervise students they should be sent to another classroom or to Study Hall.
- l. Teachers will ensure students are dressed appropriately for the weather according to their discretion.

- m. All students are compelled to use the designated crossing areas when moving between the school and the parking area and only cross when they are being escorted. Children are the responsibility of the parent or guardian once they have crossed to the parking area.
- n. Students suspected of having a communicable or contagious disease will be reported to the Durham Region Health Department and action prescribed by the health department will be followed.
- o. In case of a nuclear alert from Darlington Nuclear Generating Station students will be evacuated to Sir Sanford Fleming (Brealey Building) in Peterborough.
- p. Attendance procedures are designed to ensure each child's safe arrival at school. Office staff contact the home for any student who is late at school or absent from school without advance notice.
- q. Students are not permitted to bring objects that compromise the safety of the students or staff. Such objects will be confiscated and not returned to the student.
- r. Staff are informed of students who have health issues by having names and conditions listed in the staff area. Parental permission is obtained.
- s. The school premises is a peanut/nut free environment.
- t. All classrooms and meeting rooms will have a window to establish a line of sight.
- u. Students board and disembark from the buses without loitering.

2. **Classroom**

- a. Students will be educated on the basics of 'street proofing' to help them avoid potentially dangerous situations.
 - i. Do not approach strangers making inquiries
 - ii. Walk to and from school with a buddy and make sure your parents are aware of where you are going.
- b. Students are informed of "School Watch" alerts in an age appropriate manner.
- c. Students are to walk at all times when they are moving about the school
- d. Students are not permitted to move the AV cart due to the potential tipping hazard they pose.
- e. Students are instructed on the safe use of potentially dangerous tools that are a necessary part of their education. This could include lino cut tools, carving knives or similar equipment.
- f. Teachers ensure that all students removed from the classroom continue to be supervised.

3. **Playground**

- a. Playground supervision is designed to monitor student play and to ensure students have easy access to a supervising adult in case of playground disputes or injuries. Playground supervisors will wear a safety vest for easy identification by students.
- b. Students are assigned play areas that are safe from moving traffic. When areas other than the playground are used for play, additional measures will be take, e.g. the placement of pylons and adult supervision is arranged when the parking lot is used for a play area during the 'muddy' season.
- c. Playground activity is monitored and a record is kept of incidents with students who compromise the safety of other students. All unacceptable actions will be dealt with according to the school's discipline policy.
- d. The playground is kept free of materials that could potentially injure students or be used to injure students, e.g. no bailer twine is permitted as building material.
- e. Students are to remain on the school property unless given permission to leave.
- f. Students will only be given permission to leave the school property if supervision of the students involved has been ensured.
- g. Playground equipment inspection is part of the Joint Health and Safety inspection procedure.

5. **Bus**
- a. Bus drivers will ensure that an emergency exit plan is implemented. This includes staging an emergency exit in a safe location.
 - b. Bus drivers will ensure that busses are not overcrowded and that students are seated in a safe manner while the bus is in motion.
 - c. Bus drivers will ensure that students board and disembark from the bus in an orderly manner.
 - d. Bus drivers will ensure that the floor and the seats are kept clean and clear for safe use by the passengers.
 - e. Bus drivers maintain a bus inspection record to ensure that the bus is mechanically safe for all trips. Ministry of Transportation officials conduct inspections in accordance with the Highway Traffic Act.

5. **Field Trips**
- a. Field trips are designed to ensure adequate adult supervision has been arranged to meet the needs of the field trip. Where guidelines for student/adult supervision has been set at the field trip destination, the organizing teacher will ensure that sufficient adults are supervising.
 - b. If no supervision guidelines have been set by the field trip destination, the teacher will use the guideline of one adult chaperone for every ten students.
 - c. For excursions off the property (e.g. woods behind the school), the teacher will ensure that there is one additional adult with the class. If that is not possible, the teacher must bring the two-way radio and have the potential to be in contact with the office personnel at all times.
 - d. Buses must be used for all field trips that are more than two kilometres from the school.
 - e. Before any field trip that involves buses, a letter will be sent home ensuring that parents are aware of the pertinent field trip information such as arrival and departure times, supervision arrangements, and expectations for behaviour.
 - f. Teachers will take responsibility for supervision on the bus during any field trip. The teacher is responsible for all behavioural concerns on the bus and at any time during the field trip.
 - g. Teachers will acquaint themselves with the field trip site prior to unloading students to ensure safe movement of students. Specific instructions will be given to all students to ensure they know the necessary guidelines.
 - h. All parent chaperones responsible for supervising students must be partnered with another adult.
 - i. A first aid kit is available to deal with minor injuries.

N. HOMEWORK

Homework plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Each student must learn to work by himself as well as in groups. In the upper grades, s/he should learn how to solve problems independently, to drill, to review, to summarize and to do independent reading and research.

Homework is defined as school work completed at home. At various grade levels in Knox, the expectations for homework will vary. Below you will find a guideline of the expectations.

1. Kindergarten and grades 1-3

During the year, the students will be required to review letters, sounds, numbers, and words that relate to the curriculum in the classroom. Parents of children in kindergarten are also asked to read to their children for at least ten minutes per day. In grades 1-3, the student is expected to read to their parents for at least ten minutes per day. A bedtime/devotional story works well to fulfill that expectation. In

Grades 2 and 3 the students will be expected to study for weekly spelling tests. Some students may have to complete some work at home that was expected to be completed in class, but for various reasons were unable to.

2. **Junior grades 4-6**

The students will be required to prepare for weekly quizzes such as spelling and memory work. In these grades the students will be expected to study for some unit tests. In addition, reading at home is a requirement. Periodically, the students will be working on projects at home that relate to the curriculum. Also, some students may have to complete some work at home that was expected to be completed in class, but for various reasons they were unable to. In grade 5/6, the students must practice their band instruments at home on a regular basis.

3. **Grades 7 and 8**

The students will be required to prepare for a weekly spelling test. Periodically, the students will be working on projects at home that relate to the curriculum. Students must practice their band instruments at home on a regular basis. In addition, reading at home is a requirement. Also, the students may need to complete extra work at home as an extension of the concepts taught in the classroom. The expectation is an average of one hour per night. Some nights may be a bit more and some nights may be a bit less. Some students may have to complete some work at home that was expected to be completed in class, but for various reasons they were unable to.

Some good suggestions for homework:

- a. Do your work regularly at a set time.
- b. Have a quiet place to study.
- c. Do your most difficult subjects first.
- d. Oral drill of your work is most helpful.
- e. Don't be satisfied with meeting minimum requirements.
- f. Do your work thoroughly as daily assignments are given.
- g. Plan ahead and start on time when studying for tests.
- h. Homework left at home is considered homework not done.



Section Three

General Information



1. **The School Day**

Starting Time:	8:40 a.m.
Morning Recess:	10:20 - 10:35 a.m.
Snack Time:	10:40 - 10:45
Lunch Time:	12:15 - 12:30
Noon Recess	12:30 – 1:00
Closing Time:	3:20 p.m.
Buses Depart:	3:30 p.m.

2. **Absence and Sickness**

If your child will be late or absent for the day, please notify the school before 8:50 a.m. This procedure will assure the safety of the child. To be certain the child is at home, the office will attempt to contact the parents if no call was received. If parents wish to take children out of school for vacations or any other occasion:

- a. The office personnel and classroom teacher must be notified in advance.
- b. Responsibility for making up work rests with the parents and the child.

3. **Allergies and Serious First Aid Issues**

All parents of students who have allergies and/or serious first aid issues must complete a form outlining the procedures necessary. In addition, a form authorizing the school to act on your behalf must be agreed to. Knox is a peanut/nut-free environment. No obvious nut products are permitted in any classrooms.

4. **Assemblies and Programs**

Staff and students plan and organize several assemblies and programs throughout the school year. Some assemblies will be held during school hours. Parents are very welcome to attend these gatherings along with the students. A few special programs each year will be performed in the evening. Check your annual school calendar for details.

5. **Automated Phone Calls**

Each family will be notified by an automated phone call or text messages if school is canceled due to inclement weather. Please contact the office if you would like to change the method of delivery or phone number for your family.

6. **Bicycles**

For safety reasons, students travelling on bikes must adhere to the rules of traffic. Bicycles must be parked in the bicycle stand. Bicycle helmets are strongly encouraged and are required by law. Cyclists are not allowed to depart before the buses have left.

7. **Birthdays**

On their birthdays, children may bring a treat for each of their classmates. Alternatively, students may donate a book to the school library instead of bringing treats. Please check with the librarians regarding suggested book titles. We encourage that all fellow classmates be invited to birthday parties, thereby preventing hurt feelings.

8. **Canadian Tests of Basic Skills**

The Canadian Tests of Basic Skills, a national standardized test, is administered every other year to grades 3-8. The results are used to analyze individual, class, and school-wide strengths and weaknesses in basic skills in the following areas: vocabulary, reading, language, science, and mathematics.

9. **Chapel**

All of our students experience a school-wide chapel each month in the gymnasium. The topics are centred around the school's theme. Speakers, often area pastors of Christian churches are invited to come and challenge our students in their Christian faith. We also like to have student-led or teacher-led singing. Full-school devotions will also be held each Monday morning.

10. **Dress Code**

It is assumed that parents are responsible for the dress of their children and that the staff will enforce the following dress code. We want all students to look like they are ready to study and participate in school life.

- a. Therefore, students are expected to come to school dressed neatly and modestly.
- b. Logos or wording which is suggestive, advertises music groups or concerts, makes political statements, negative statements, or advocates a product or lifestyle considered offensive by staff are not permitted.
- c. Tops and bottoms must overlap at the waist line when both arms are raised above the head.
- d. The length of shorts must be longer than the student's fingertips when the student places the hand at the side of his/her body.
- e. Dresses and skirts must be long enough to contact the student's kneecaps when standing.
- f. Straps on tops must be at least as wide as three of the student's fingers. Necklines must be modest.
- g. No beach wear or pyjama-type clothing to be worn.
- h. Hats, toques, or other forms of head wear are not permitted in school.
- i. If a student has questions about their clothing, they should feel free to talk to a teacher.

These expectations apply from the time the students board the bus/enter the school in the morning until they are returned home and at all school outings and events (unless otherwise specified by staff).

11. **Emergency Evacuations**

At various times throughout the school year (when it is not cold), the school community practices its emergency evacuations. Each year we practice an emergency lockdown and a nuclear evacuation exit. The proper procedure for the lockdown will be practiced and the teachers will inform their students what they need to do. The nuclear evacuation will also be practiced from the time that the iodide pills are distributed to the students boarding the buses. Six fire drills per year will be practiced as per the Knox Fire Safety Plan.

12. **Fire Drills**

Fire safety drills will be conducted six times per year so that all students may understand correct emergency procedures.

13. **Grade 8 Class Trip Chaperones**

The trips to Camp Mini-Yo-We and Ottawa are popular trips to chaperone. These student trips must be chaperoned by school staff and adults. Most years the number of chaperone volunteers exceeds the number of available chaperone positions. It is important to remember that these trips are for the students, and school personnel will make every effort to ensure that the experience is educational and safe for all participants. Chaperones are asked to come along to ensure that proper supervision and support is given during the trip.

The following criteria is used in the selection of parent chaperones:

- i. The first priority will be given to teaching staff who work with the students.
- ii. An experienced parent or two may be asked to come if the administration feels that more support from people, who have been on the trip before, is needed.
- iii. The remaining positions will be filled by parents who have not been on the trip before.

- iv. Should the number of interested chaperones exceed the number of available spaces, criteria such as attendance at previous school trips by applicant and/or spouse will help identify the chaperones.
- v. Should all things be equal, a draw will be held to determine the chaperones.

14. **Graduation**

The annual grade 8 graduation festivities are arranged by the students in cooperation with their teachers and the principal. Tradition includes a reception with parents, grandparents, and staff. An official class graduation picture is taken. A program for parents and friends is organized at which time the principal and the chair of the school board will present the diplomas.

In an effort to have an enjoyable evening in which all students are dressed appropriately, these guidelines are followed for the graduation ceremony:

- a. Girls
 - i. Dress length must be between mid-thigh to floor.
 - ii. Necklines must be modest (high necklines).
 - iii. Strapless dresses are not permitted.
- b. Boys
 - i. Must wear dress pants.
 - ii. Must wear a dress shirt.

15. **Gym Clothes**

In grades JK-4 the students should wear indoor running shoes. In grade 5-8, all students must wear Knox T-shirts and dark shorts for phys. ed. classes (black or navy blue are recommended). Knox T-shirts and other Knox clothing will be available for purchase at designated times. For our mutual benefit, mark your child's name clearly on all his/her personal belongings.

16. **Gym Shoes**

Please note that students are expected to replace their "outdoor" shoes or other footwear with indoor shoes, preferably running shoes which can be used in the gym. We recommend that you purchase "non-marking" running shoes for indoor/gym use.

17. **Hot Lunch and Spirit Day**

At a very reasonable cost, a team of volunteers prepares a hot lunch for all students the first or second Wednesday of every month. Parents may be asked to help out or contribute items once or twice a year. The proceeds of the Hot Lunch program are used to pay admission for class trips and educational field trips. The hot lunch menu is typically pizza slices, a Rice Krispie square, an apple and juice. May hot lunch coincides with Field Day and includes hotdogs, chips, ice-cream and juice. A note will be sent home at the beginning of the year and you are encouraged to sign up for all lunches at once. On the same days, staff and students will dress up in different clothes based on a Spirit Day theme. Examples of themes in the past are "Fashion Disaster Day", "Wacky Hair Day", "Pajama Day", and "Christmas Attire Day". These days are designed to promote school spirit.

18. **Intramurals**

Students in grades 5-8 may participate in our intramural program held at noon hours. Intramurals is designed to be a program which encourages students to use their God-given skills in a non-threatening environment where they have an opportunity to develop relationships and enjoy themselves in healthy competition. The format is that participation is voluntary and new teams are created for each new activity.

19. **Library Use**
Our library is staffed by dedicated volunteers under the direction of our Library Coordinator. In order to make our library operate more efficiently and effectively, please ensure that students return books on or before the due date. Reference books (e.g. encyclopedias) may not be removed from the school.
20. **Lost and Found**
Any articles which have been lost around the school can be claimed at our lost and found location. If lost items are not claimed by the end of two months, they will be donated to the local Salvation Army. Please check the "Lost & Found" regularly.
21. **Nuclear Evacuation Procedures**
Should an evacuation be necessary, the buses will be bringing the students to our evacuation centre in Peterborough (Sir Stanford Fleming – the Brealey Building). Once the instruction has been given by the emergency authorities, the appropriate dosage of potassium iodide pills will be administered to the students who have parental consent.
22. **Peanut and Nut-free School**
Knox is designated as peanut and nut-free school. Correspondence regarding expectations and suggestions for lunches will be sent home to the parents of the affected students.
23. **Privacy**
Please note that our school has a policy to ensure your family's privacy. If you do not want your children's pictures, writings, artwork, etc. made public or if you do not wish any of your family's information published in the Knox directory, please contact the office at 905-623-5871. We will be pleased to respect your wishes.
24. **Rainbows**
Rainbows is a program that is led by a trained adult that helps students deal with a parental loss via separation, death, or divorce. Each adult follows a specific outline and provides an opportunity for the children to verbalize their feelings. Children must receive permission from parents or guardians and then are assigned to a small group of 3-5 people around their age level. Students who have been through the program are appreciative of the opportunity to receive support during a difficult time in their lives.
25. **Reading Buddies**
Some of the primary classes partner with another class to allow each student to practice reading. For example, a grade 5 class of students will each be assigned to a student from the kindergarten class. The students will spend time reading together. It is a wonderful way to promote the love of reading!
26. **Report Cards**
Report cards are issued three times during the school year: in November, March, and June. Report cards provide information regarding the following: academic achievement, including strengths and weaknesses in various skill and subject areas; general effort, conduct, and behaviour; work and study habits; social interaction, attitudes, and peer relations.
27. **Student Health**
The Public Health nurse comes to the school on a by-request only basis. Immunizations are administered as needed. No medication will be administered without parental permission. If parents have any concerns they are encouraged to telephone the Durham Region Health Unit and ask for the nurse in charge of Knox.

28. **School Communications**

i. Green Gazette

The Green Gazette is a bi-weekly publication that is designed to keep contact with parents and the community. It includes an editorial article by the principal, news about completed and upcoming events, and prayer items. A copy goes home on Wednesdays with the students and certain churches request copies for their members who are not parents of students who attend Knox. This newsletter is also posted on-line on our website at www.knoxchristian.com and sent, on request, to anyone interested in receiving a hard or soft copy.

ii. Birds Eye View

The Bird's Eye View is an electronic newsletter that is sent out bi-weekly to parents. The publication features many different resources available to parents and care-givers. It also showcases many pictures of various events that happened during the prior two weeks.

iii. Knox Observer

The Knox Observer is a publication that highlights students' work and events. At least one publication is created by the grade 7 class as they figure out how the mission of the school is integrated into every area. It is fun to read the articles written from the students' perspectives!

29. **School Supplies & Textbooks**

Textbooks are provided free of charge to all students. Students are responsible for them and will be charged for irresponsible care of the books. Most necessary school supplies are available at school. The students are responsible for having certain basic supplies. Each August a letter is sent home identifying the student's needs for the coming school year.

30. **Smoking**

No smoking is permitted in the school building or on school grounds at any time by anyone.

31. **Sports**

Generally speaking, extra-curricular activities (usually grades 7 & 8) will not exceed two afternoons per week after school, one game and one practice, and they should be completed by 5:00 p.m.

i. Knox Christian School is a member of the Clarington Christian Athletic Association, which includes local Christian and Catholic schools. Presently we have school teams competing in soccer, cross-country, volleyball, basketball, and softball.

ii. We participate with district Christian schools in cross-country, soccer, volleyball, basketball, softball, and track and field.

32. **Special Friends Reading Club**

On Thursdays a number of adults come to the school to help our students in grades 1 and 2 with reading. During their language arts time, the young students will go to their adult helper and read a book to him/her. Each adult has participated in an orientation session and will provide feedback regarding the reading level of each child. As per our school policy, our volunteers are required to submit a police check.

33. **Telephone Use**

Calls for teachers should be made during recess breaks or before or after school hours. Written messages will be forwarded to them when phone calls come during teaching time. Students will be allowed to use school phones for illness or other emergency with the permission of the child's teacher. The answering machine will take messages outside of school hours or when staff is unavailable.

34. **T.R.I.P. Program**

TRIP stands for “tuition reduction incentive program.” It is a program whereby Knox buys gift cards in bulk at a discounted price and sells them at face value to parents, grandparents, and friends of Knox. Forty percent of the profits are channeled back to the person’s tuition. Relatives may direct their profits towards a family’s tuition at the school. Many families have “standing orders” that are sent home each week for things like groceries and gas. Each year, Knox sells at least \$750,000 in gift cards.

35. **Theme**

Each year the staff chooses a school theme based on a Bible verse. “Great is Thy Faithfulness” and “Following in Jesus’ Footsteps” are two recent examples. The theme is integrated into lessons and assemblies. It will be a theme that each class studies as to how it would relate to their Christian lives. The staff also chooses two songs that are expressions of the theme. Students will know the Bible verse and the two songs very well by the end of the school year.

36. **Trips and School Outings**

The school arranges several outings with a class or classes during the year. These events are part of the school program and provide unique learning opportunities for the students. Such outings include educational field trips, group skating, and year-end class trips. Parents, or even grandparents, are encouraged to join us for these outings. Guidelines that guide the teachers and parents to ensure a positive experience are:

a. The role of parents on educational field trips

- i. Where space permits, we strongly encourage parents to come on field trips to take an active role in the education of their children.
- ii. to help with the supervision of students.
- iii. to help fulfill the objectives of the trip.
- iv. to support the teacher with each aspect of the trip.

b. The role of siblings on educational field trips:

- i. Siblings are not permitted on most trips.
- ii. Some of the kindergarten field trips do provide the opportunity to have siblings along.

c. The selection of chaperones and supervision procedures:

- i. Chaperones must be at least 19 years of age.
- ii. Teachers will select chaperones.
- iii. The supervision procedures are based on the guidelines of the staff handbook and the school’s Abuse Policy.

d. Transportation:

- i. The teacher in charge of the trip is responsible for making the appropriate arrangements for transportation.
- ii. All participating students must ride the bus with their classmates unless given permission by the teacher in charge.

e. Funding of the trips:

The educational field trips are partially funded by the proceeds from the hot lunch program.

37. **Volunteers**

Many of our programs at the school are very dependent on volunteers. We appreciate this level of support and commitment. All parents and other members and supporters are encouraged to contact the school to discover ways in which their gifts and talents can be put to good use.

The Volunteer Program is maintained by a volunteer coordinator who recruits and fills volunteer roles as needed in the school. The coordinator can be reached at volunteer@knoxchristian.com



Section Four

Events through the School Year



SEPTEMBER/OCTOBER

1. **Back to School Night**

The Back to School Event is an activity that brings families to the school to celebrate. The party includes supper for the family (hot dogs) and some activities for the children. Families are asked to bring their lawnchairs, contribute \$10 per family to cover expenses, and to enjoy one another's company. After eating, the school is opened for one hour, and the students may tour their families through the building and show them their classrooms. After the tour is complete, the families return home. There is no formal closing and people are welcome to come and go as they please.

2. **School Pictures**

At the beginning of the school year Lifetouch Photography comes to our school and takes individual student pictures and a class group picture. Parents are permitted to purchase these individual pictures and payment is made directly to Lifetouch. Each student will receive a class picture. The school also receives a copy of all class pictures for its archives.

3. **Grade 7/8 Camp Mini-Yo-We**

This is a required event for staff and students in grade 7 and 8. We load the buses with all those students and staff (and a few parent chaperones) and spend three days and two nights together at Camp Mini-Yo-We located in Port Sydney, Ontario (www.miniyowe.com). The camp is a Christian camp approximately three hours away that provides opportunities for students to climb high ropes, rock climb, archery, riflery, team building games, canoeing, and other outdoor activities. The students are encouraged to work for, and pay for this event.

4. **Applefest**

Knox is in charge of operating the Applefritter tent during Applefest. Applefest is a festival in downtown Bowmanville that has the theme of apples. In order for Knox to successfully make and serve thousands of apple fritters, approximately 100 volunteers are needed. Many people come to sample the tasty apple fritters, and raise money for Knox.

5. **Cross-Country Running**

The school year begins with an emphasis on cross-country running. Our teachers practice running in their physical education classes and students in grades 3-8 get ready for their own Knox cross-country meet which happens in the third week of school. The cross-country course is on Knox's property. The students in grades 3 and 4 run approximately 2 kilometres, students in grades 5 and 6 run 2.5 kilometres, and the students in grades 7 and 8 run 3 kilometres. Each student's parents are invited to watch and encourage their child. The top finishers will represent our school at future cross-country meets. Knox has been to the Catholic league meet and the area Christian school meet. These meets generally occur at the beginning of October.

6. **Grade 8 Fundraising**

Each year, in May, the grade 8 class goes to Ottawa. The students and the parents of the students are required to raise the funds for the trip. We raise approximately \$225 per student in order to fund the trip. The major fundraisers that have raised the necessary money include chocolate bar sales in September, work days in October, volleyball tournament concession stand in November, and baked goods sale and silent auction in November. The students and parents generally have a great time working shoulder to shoulder to accomplish their goals.

7. **DCHS Soccer Tournament**
Each year our grade 8 class is invited to participate in a soccer tournament at Durham Christian High School. Other Christian Schools are also invited. The games are played during the school day and students will go home again on the buses. This tournament is not one for our school team, but rather, all grade 8 students are permitted to participate regardless of their ability level. It is an opportunity for all interested students to represent Knox in a tournament setting.
8. **Teachers Convention**
Near the end of October the students stay at home for two days because our teachers and secretaries attend conventions in Ancaster, Ontario. These conventions are sponsored by the Ontario Christian School Teachers Association and the Ontario Christian Administrative Assistant Association. The days involved attending workshops and hearing lectures about the various aspects of the staff's work.
9. **Fall Fitness**
Knox is known as a school that promotes physical fitness. During the first two months of school, the students are strongly encouraged to participate in a program called "Fall Fitness." In that program, students earn points for exercising. While running is encouraged, students may earn fall fitness points through a variety of activities that increase the heart rate through prolonged exercise. Forms that identify the various activities that are eligible are handed out in September. The program is offered during the months of September and October. At the end of October, the forms are handed in and the total points are tabulated. Ribbons are given to each student who reaches the milestones of 50 km, 100 km, 200 km, or 500 km at the November spirit day assembly.

NOVEMBER/DECEMBER

1. **Knox Volleyball Tournament**
The Knox volleyball tournament is a large event that hosts up to 60 volleyball teams from Ontario and New York State. Various Bowmanville schools are used in addition to Knox. A committee of staff and community members takes care of all the details regarding registration, referees, and schedules. Approximately 100 people are involved in the organization and operation of this Friday and Saturday event. The grade 8 class is in charge of all the food. They set up concession stands at several schools and sell meals and snacks to raise money for their May Ottawa trip.
2. **Durham Christian High School Grade 7/8 Day**
We at Knox Christian School promote Christian education at the high school level as well. Our sister school, Durham Christian High School, is located very close to our school and provides the Christian education from grades 9 - 12. Each year, the area Christian elementary schools are invited to Durham for a Grade 7/8 day. Durham cancels its regular classes and hosts a promotion day in which the grade 7/8 students are shown the facility, introduced to teachers and courses, and provided with lunch and a good time. Our grade 7/8 class goes to Durham during regular school hours and all grade 7/8 students are expected to attend.
3. **Parent-Teacher Conferences**
Shortly after the first report card is issued, an evening and a day will be arranged when teachers meet with parents to discuss individual students. We encourage 100% participation by parents at those conferences. Each family is strongly encouraged to attend so that we can establish an open line of communication between home and school. The interviews in December are 15 minutes long and involve the parents and teachers discussing the progress of each child. The interviews are held in the school's gym and each teacher has his/her own station. At the grade 7 and 8 level, we encourage the students to

join the conference so that they can set goals for themselves and contribute meaningfully to the educational discussions that are held at conferences.

4. **Bazaar and Auction**

The Bazaar and Auction is a major fundraiser for the school. It raises approximately \$40,000 to \$50,000 for the operating fund which helps keep the tuition costs as low as possible. At the bazaar you will find the classrooms transformed into many different types of rooms such as a deli, a craft room, a tea room, children's activities, a spa, and a coat room. The gym is transformed into a large restaurant and auction hall. The auction begins late in the afternoon of the same day. Many people in the community of Clarington contribute to the event. Many Knox parents donate drinks or food items to the restaurant, new items to the auction, and volunteer to help with various jobs that need doing both in preparation for the day and during the day. Generally items are auctioned off for more than they are worth because there is a spirit of giving to the school. This event is designed to give the opportunity for many people from the community to visit our school, shop, and raise money for BDCSS.

5. **Christmas Giving Project**

Each year the staff decides which area mission/agency will receive support from our school. Support could be food, money, and/or gifts. We advertise the Christmas giving project in the weekly newsletter and the items are collected by the homeroom teacher and brought to the office. We usually take a freewill offering at the Christmas program and that money is given as well.

6. **Christmas Program**

Each class is required to participate in the annual Christmas program. The classes decide what they would like to present centred on the theme of "The Birth of Jesus Christ." All students will participate in the production either by singing, dancing, or speaking. It is held in the evening and parents, grandparents, friends, and neighbours are invited to attend. In addition to the evening program, an afternoon choir and band concert is offered during the week before Christmas holidays.

7. **Skating**

On one of the last school days before the Christmas break, the entire school will go skating at one of the local arenas. This is free for all students, and parents are invited to join. Children under the age of 5 must wear a CSA approved helmet when skating and all children above that age are advised to wear a CSA approved helmet while skating. Watch the *Green Gazette* and the *Bird's Eye View* for the specific dates and times.

JANUARY/FEBRUARY

1. **Speech Contest & Science Fair**

In alternating years, Knox hosts a speech contest or a science fair for all students in grades 5-8. The top finishers in the speech contest represent our school at a regional competition against area Christian schools. The top displays in the science fair represent our school at a competition in Ancaster at Redeemer University.

2. **Basketball Teams**

We offer both a girls and a boys basketball team. Tryouts are held and all students in grades 7 and 8 are encouraged to tryout. On occasion, a highly skilled grade 6 student is permitted to tryout. The coaches choose the teams based on skill and effort. Once the teams are chosen, they compete against the area Catholic elementary schools and play their games after the school day in a league format. If the team is successful, it qualifies for the Catholic feeder school tournament in April. In addition, teams compete in a basketball tournament hosted by Durham Christian High School and play against area Christian schools.

3. **Pastors' and Spouses' Day**
Each year, Knox hosts Community Leaders Day where we invite the leaders of the community to come to our school. The goal is to create connections with the community and find out what these people do for the community. We also want to promote our school and make leaders aware of who we are. Pastors, politicians, and leaders of community agencies are encouraged to participate in the day and witness student presentations, adult presentations, lunch, and school tours.
4. **Registration & Open House Day**
Knox hosts its registration day in an effort to receive an early indication of new families who are interested in sending their children to our school for the following year. Kindergarten students are registered on this day, but also parents of students in other grades are welcome. While this day is certainly not the last day for registering for the coming school year, it does provide the Board with valuable information as it plans for the budget.

MARCH/APRIL

1. **Parent-Teacher Conferences**
After the March report card is sent home, an evening will be set aside for parents or teachers to make an appointment for an interview as desired. These interviews are 20 minutes in length. We hope that each interview is helpful in the process of supporting each learner. Parents are also welcome to call for an appointment to speak with the teacher at any time during the school year to discuss any matter.
2. **Battle of the Books**
Students in grades 5-8 are given a list of books to read in preparation for a competition against other Christian schools. The competition is a question-and-answer session in which students are asked questions about the content of the books read. A team from grades 5 and 6 and a team from grades 7 and 8 represent our school. If the number of interested students exceeds the number of students needed to form the teams, the teachers in charge will organize their own Knox competition to finalize the teams.
3. **Ontario Christian MusicFest**
Each year, schools from across the province enter a variety of musical categories and are judged by professional musicians from as far away as Nashville, Tennessee.
4. **Spring Musical**
Every year, the Knox students and staff organize and perform a school musical. Students try out for singing parts and acting parts. All students in grades 5-8 are part of a large choir. Some students help Knox staff with sound and lighting. This is a whole-school event and performance. Generally the musical is performed on three different occasions within three days. All performances are open to the public, and we encourage you to invite friends and relatives.
5. **Grandfriends Day**
We host a special day for all grandparents and senior citizens to come to the school and join us. All students are encouraged to invite their grandparents and senior friends. It begins at 9:30 a.m. with coffee and treats and includes student presentations. Lunch, class tours, the spring musical, and much socializing! We appreciate our visitors! This event is one of the highlights of the school year for our staff and students.

MAY/JUNE

1. **Grade 8 Ottawa Trip**

Each year the grade 8 class goes to Ottawa to study Parliament and Canadian history. We go for three days and stay at Les Suites in Ottawa. Students stay in suites that hold up to six people and one adult acts as their chaperone. The senior teachers serve as chaperones and each year we need at least one more parent to help us with the chaperoning process. The trip is a lot of fun and has an educational emphasis. In May, each grade 8 parent receives a handout that outlines the itinerary and the contact telephone numbers.
2. **Field Day**

Our students in all grades are divided into age-based groups to participate on Field Day in the following activities: running long jump, standing long jump, high jump, 100m run, 200m run, 400m run, and ball throw. Prior to the field day, each student completes a long-distance run of either 800m or 1600m (depending on the student's age). In addition, the senior-division students also complete the shot put event in their physical education classes. The top performers in each of the categories will represent Knox at a regional Christian School Field Day. For each event, students are awarded points based on their performance and ribbons are handed out at the end of the day based on the number of points scored.
3. **Softball Team**

Grade 8 students form a softball team that represents Knox at a local Christian School Softball Tournament. The students prepare the needed skills for the tournament during their physical education classes.
4. **Ice Cream Sales**

One class is assigned to set up and operate an ice cream sale near the end of the school year. It is a fundraiser that is used to raise money for OACS curriculum writing. Ice cream treats are sold for \$1.25 and each student has an opportunity to buy a treat during the snack time in the morning.
5. **Graduation**

At the end of the student's time at Knox, we host a graduation event on the last Friday of the school year. On that day, we host a graduation banquet to which the graduate, the graduate's parents, and the graduate's grandparents are invited. After the banquet, the gym is re-arranged so that the ceremony can begin. Each student is recognized individually and the community gathers together as family and friends to celebrate the accomplishments of the graduates. The Knox staff chooses the class valedictorian, the class historian, the recipients of the Citizenship Award, the recipient of the Laura Heeringa Sports Award, and recipient of the Municipality of Clarington Award
6. **Geoffrey Dykstra Award**

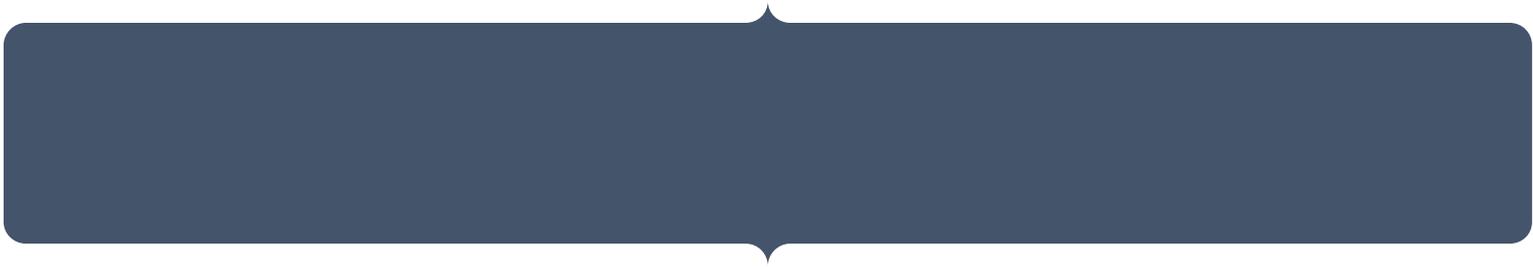
This award is given to a student in each division of Knox (grades 1-3, grades 4-6, and grades 7 and 8) chosen by the teaching staff who exhibits a joy for living and an ability to make many students feel accepted and welcome. The recipients have the ability to help set a positive atmosphere at school and demonstrate a love and concern for people. The three recipients receive a plaque and a monetary award of \$200 at the year-end assembly.
7. **Last Day of School**

On the last day of school in June, the classrooms are cleaned and organized, there is a closing assembly, and the grade 8 class challenges the Knox staff to a game of softball and/or soccer. In the afternoon when the games happen, we have witnessed many great scenes of celebration as we close the school year.



Section Five

Financial Structure and Policies



GENERAL OVERVIEW OF FINANCIAL STRUCTURE AND POLICIES

1. **Operating Fund**

This is the main fund used to operate daily operations of the school and the building. The operating budget is established annually in the spring of each year and is funded primarily with contributions from parents and the remaining amount comes from member/supporter donations, membership fees, fund raising, and other sources.

We encourage all families to ask their parents and grandparents to become members and supporters of the Bowmanville District Christian School Society. It is the intention of the operating fund to ensure Christian education remains affordable for all families. More tuition information is reviewed separately on the following pages.

2. **Tuition**

The tuition fees are based upon a combination of grade level and number of children in each family. The scale is intended to keep Christian education affordable yet ensuring that all families bear a responsible share of the budget. It is also intended to finance the cost of education on a per family basis for children from Junior Kindergarten through Grade 8.

The current scale is set out in the Tuition Information Form. This form must be returned to the school office by June 1 of each school year. Tuition is established in the spring of each year based upon the budget approved at the spring membership meeting. This calculation is reviewed in September of each year to ensure that actual known costs are considered in finalizing the tuition for the current school year. Parents will be notified if there is an adjustment by October 15 of each year.

Post-dated cheques are required for tuition payment. We encourage that cheques be post-dated for the 15th of each month. It is unacceptable to defer payment until the end of the school year. Tuition can also be paid semi-annually due the 15th of September and February or alternatively, one lump sum payment may be made by October 30th of each year.

3. **Tuition Arrears**

The following procedures will be followed for families who fall behind in their tuition payments as they have outlined in the Knox Tuition Form payment options.

After 30 Days: A tuition statement letter will be sent detailing the amount in arrears, requesting payment for amount owing.

After 45 Days: A phone call from a member of the Finance Committee reminding them of their arrears and requesting payment.

After 60 Days: A visit by two members of the Finance Committee will be arranged. A personal evaluation of the financial situation will be made and a recommendation made to the Knox Board. This may include a revised plan; however, all outstanding tuition payments must be paid by July 31 of the current school year. Should tuition still be in arrears, the parents will not be permitted to register their children the following year, and report cards will not be released. This will be waived when the tuition arrears is paid in full.

After 90 Days: The Knox Board will be fully informed of the arrears account, and reserves the right to notify the family by registered mail that attendance will be denied for Knox Christian School until all financial accounts have been cleared. Parents lose their privilege of attending or voting at Society

Meetings.

All N.S.F. cheques will result in a \$30 charge/incident.

The board may exercise the right to take legal action as part of its fiduciary responsibilities

Summary:

With the privilege of providing Christian education to our school children also comes the responsibility of meeting our obligations towards the financial wellbeing of the school. Each family is expected to cooperate with the school administrative body through prompt and timely payment of tuition to ensure the continuing availability of quality Christian education at Knox Christian School.

4. Families Moving During The Year

Policy with respect to families leaving the school during the year and moving to another Christian school is in accordance with recommendations of the Ontario Alliance of Christian Schools.

- a. Family that pays tuition up front in a lump sum and moves to a new Christian school associated with the Alliance does not need to pay tuition at the new school. Moreover, the school receiving full payment is not expected to pay any of this tuition towards the new school.
- b. Family that pays tuition on a regular basis (i.e. monthly) must pay each society separately based on appropriate tuition scale of each society.

5. Financial Assistance Program

a. Recipients and Source of Grants

Financial assistance grants are available to low income families and those which experience abnormal financial hardship. The grants are funded internally and by families who contribute more than the assessed tuition. Families who apply for grants will then be expected to pay the assessed tuition less the grants received.

b. Types and Criteria for Grants:

There are four types of grants available:

- i. Fixed Grant - which is determined by the gross family income up to \$47,250
- ii. Single Child Rate A - for families whose gross family income is under \$57,750
- iii. Single Child Rate B - for families whose gross family income is under \$63,000
- iv. Discretionary Grant - which is based on family assets, liabilities, cash flow, and resources available to the family, e.g. relatives or church community support.

Families with incomes over \$47,250 may still qualify for a discretionary grant if financial hardship can be established.

c. Fixed Grant:

Family Income Between	Knox Christian School	
	1-4	1-8
below 26,250	2450	2900
26,250 - 31,499	1810	2170
31,500 - 36,749	1210	1450

36,750 - 41,999	725	870
42,000 - 47,249	360	440
47,250 and over	0	0

The fixed grant schedule will be increased each year, matching the % increase in tuition.

d. Single Child Rate A & B:

- i. Those families who have a combined gross family income less than \$57,750 can qualify to pay the tuition rate of a 1 child family (see Single Child Rate A below).
- ii. Those families who have a combined gross family income is between \$57,750 and \$63,000 can qualify to pay the tuition rate of a 1 child family plus 5% (see Single Child Rate B below).

	JK - 4	JK - 8
Single Child Rate A	10,300	11,900
Single Child Rate B	10,815	12,495

e. Discretionary Grant:

	Knox Christian School	
	1 - 6	1 - 8
Maximum Grant	1,575	1,890

f. When and How to Apply for a Grant:

To apply for this assistance the Grant Application Form should be completed and forwarded to the Financial Administrator, who will pass it on to the Financial Grant Committee.

Normally families should apply for these grants before July 1, so that the application can be considered before the beginning of the school year. However if the family's income significantly deteriorates during the school year a grant application will be considered at that time.

Just as parents may ask for a grant if their financial situation deteriorates during a school year, so recipients of a grant are expected to increase their contributions if their financial situation improves significantly during the school year.

g. Role of the Grant Committee

The Financial Grant Committee is comprised by a number of confidential undisclosed members known only to the Board and Financial Administrator. The Grant Committee will review each application; supporting documentation, e.g. tax returns, pay-stubs, may be requested by the committee. Supporting documentation does not need to accompany the application.

CONCLUSION

This Handbook is intended to be a working document which will likely need to be revised each year. You are encouraged to give us your input so that the final product can serve as a valuable tool in harmonizing the tasks of parents and teachers, of home and school. We trust that you will read and make good use of this booklet.

May this be just another tool which will make us more effective as we serve our Lord and Maker in the area of Christian Education.