



# SCHOOL HANDBOOK

Sussex Christian School | 45 Chapman Drive | Sussex, NB E4E 1M4  
(506) 433-4005 | [info@sussexchristianschool.ca](mailto:info@sussexchristianschool.ca) | [www.sussexchristianschool.ca](http://www.sussexchristianschool.ca)

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>INTRODUCTION TO CHRISTIAN EDUCATION AT SCS.....</b> | <b>6</b>  |
| <b>1. ACADEMIC PROGRAMS.....</b>                       | <b>7</b>  |
| 1.1. Programs.....                                     | 7         |
| 1.2. Curriculum.....                                   | 8         |
| 1.3. Graduation Requirements.....                      | 10        |
| 1.4. Testing.....                                      | 11        |
| 1.5. Entrance Requirements.....                        | 12        |
| 1.6. Transfer Credit (High School) .....               | 12        |
| 1.7. Dropping or Adding Courses.....                   | 12        |
| 1.8. Honour Rolls.....                                 | 12        |
| 1.9. Awards (Grades K-12) .....                        | 13        |
| 1.10. Bursaries/Scholarships.....                      | 13        |
| 1.11. Grading Scale .....                              | 13        |
| 1.12. Academic Year and Reporting.....                 | 13        |
| 1.13. Textbooks.....                                   | 14        |
| 1.14. Corrections and Neatness .....                   | 15        |
| 1.15. Homework and Assignments.....                    | 15        |
| 1.16. Late Work.....                                   | 16        |
| 1.17. Transcripts (High School Graduates).....         | 16        |
| 1.18. High School Exams .....                          | 17        |
| 1.19. Promotion Requirements .....                     | 17        |
| <b>2. ATTENDANCE.....</b>                              | <b>18</b> |
| 2.1. Morning Arrival / Late Arrival .....              | 18        |

|             |   |           |
|-------------|---|-----------|
| 2.2.        | <i>Early Morning Arrival</i> .....              | 18        |
| <b>2.3.</b> | <b>Lunch Hour</b> .....                         | <b>18</b> |
| 2.4.        | <i>Afternoon Dismissal</i> .....                | 19        |
| 2.5.        | <i>After-School Program</i> .....               | 19        |
| 2.6.        | <i>Early Departure</i> .....                    | 19        |
| 2.7.        | <i>School Cancellation</i> .....                | 20        |
| 2.8.        | <i>Family Vacation During School Year</i> ..... | 20        |
| 2.9.        | <i>Attendance</i> .....                         | 20        |
| 2.10.       | <i>Attendance at Field Trips</i> .....          | 21        |
| 2.11.       | <i>School Calendar</i> .....                    | 21        |
| 2.12.       | <i>Chapel</i> .....                             | 21        |
| <b>3.</b>   | <b>DRESS CODE</b> .....                         | <b>22</b> |
| 3.1.        | <i>Kindergarten to Grade 5</i> .....            | 22        |
| 3.2.        | <i>Grades 6-12</i> .....                        | 22        |
| 3.3.        | <i>For all Grades</i> .....                     | 23        |
| 3.4.        | <i>Dress at Activities</i> .....                | 24        |
| 3.5.        | <i>Hair Styles</i> .....                        | 24        |
| <b>4.</b>   | <b>CONDUCT AND PROCEDURES</b> .....             | <b>25</b> |
| 4.1.        | <i>Student Conduct</i> .....                    | 25        |
| 4.2.        | <i>Facility Conduct Guidelines</i> .....        | 25        |
| 4.3.        | <i>General Conduct Guidelines</i> .....         | 26        |
| 4.4.        | <i>General Elementary Conduct</i> .....         | 26        |
| 4.5.        | <i>General Middle/High School Conduct</i> ..... | 27        |
| 4.6.        | <i>Lunch Procedure</i> .....                    | 27        |

|           |  |           |
|-----------|--|-----------|
| 4.7.      | <i>Day-End Dismissal</i> .....                                   | 28        |
| 4.8.      | <i>Classroom Management</i> .....                                | 29        |
| 4.9.      | <i>International Students Speaking English</i> .....             | 29        |
| <b>5.</b> | <b>COMPREHENSIVE TECHNOLOGY PLAN ACCEPTABLE USE POLICY</b> ..... | <b>31</b> |
| 5.1.      | <i>Devices</i> .....   | 31        |
| 5.2.      | <i>Network</i> .....   | 32        |
| 5.3.      | <i>Violation Consequences</i> .....                              | 33        |
| 5.4.      | <i>Student Device Use Policy</i> .....                           | 34        |
| 5.5.      | <i>Three Strike Policy For Grade 6 to Grade 12</i> .....         | 35        |
| <b>6.</b> | <b>DISCIPLINE</b> .....  | <b>36</b> |
| 6.1.      | <i>Honour Code</i> .....   | 36        |
| 6.2.      | <i>Plagiarism</i> .....  | 36        |
| 6.3.      | <i>Parental Input in Discipline</i> .....                        | 37        |
| 6.4.      | <i>Parent – Teacher Misunderstandings</i> .....                  | 37        |
| <b>7.</b> | <b>HEALTH AND SAFETY</b> .....                                   | <b>38</b> |
| 7.1.      | <i>Fire Drills/Emergency Procedures</i> .....                    | 38        |
| 7.2.      | <i>Student Illness</i> .....                                     | 38        |
| 7.3.      | <i>Medication</i> .....  | 38        |
| 7.4.      | <i>Accidents</i> .....   | 38        |
| 7.5.      | <i>Parking Lot Procedures</i> .....                              | 38        |
| <b>8.</b> | <b>FINANCIAL MATTERS</b> .....                                   | <b>40</b> |
| 8.1.      | <i>Fees</i> .....  | 40        |
| 8.2.      | <i>Financial Commitments</i> .....                               | 40        |
| 8.3.      | <i>Donations</i> .....   | 41        |

|  |           |
|--|-----------|
| <b>9. GENERAL .....</b>                      | <b>42</b> |
| 9.1. <i>Volunteer Services</i> .....         | 42        |
| 9.2. <i>Contact with Teachers</i> .....      | 42        |
| 9.3. <i>Student Visitors</i> .....           | 42        |
| <b>DROP-OFF AND PICK UP PROCEDURES .....</b> | <b>44</b> |

## INTRODUCTION TO CHRISTIAN EDUCATION AT SCS

A basic responsibility of Christian parents is to “train up a child in the way he should go. . .that when he is old he will not depart from it.” (Proverbs 22:6). Sussex Christian School is a school that is seeking to mold children’s lives after God’s fashion. Successful Christian living hinges on three areas: the home, the church, and the school. These institutions must work cooperatively together. Parents should not give their responsibility to the Christian school and let them train the child alone. Both the home and the school share this responsibility. Therefore, we pledge to parents to “present Jesus Christ and the highest quality education possible” and we ask parents to pledge to do their part.

A Christian education is more than a good academic education taught by Christian teachers with Bible, chapel, etc., added to the schedule. The entire curriculum exemplifies a Biblical – world and life view. This is done because we recognize that God’s Word is truth (John 17:17) and that the person of Jesus Christ holds all authority.

For example, the study of history examines God’s sovereignty over the affairs of men as He accomplishes His purposes. Science shows the wonders of God’s creation; literature is evaluated by Christian standards and languages are taught, understanding that rational thought and its expression in language is a unique gift given only to people by their Creator in whose image they were made. Math reflects the dependability of God’s design and His own character. Music and art are wholesome expressions consistent with God’s Word. Sports are played for God’s glory and coaches are encouraged to see the game as an avenue for Christian character development in students.

Christian education is Christ-centered as opposed to being world-oriented or society controlled. The educational program and the methods of instruction at SCS are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject. The goal is to train students to look at life from God’s perspective, not man’s point of view (Colossians 2:8) and to be fully prepared for this life and eternity.

## 1. ACADEMIC PROGRAMS

### 1.1. Programs

**(a) SCS Little Lights**

See Little Lights Handbook

**(b) Elementary (Kindergarten-Grade 5)**

This department consists of self-contained classrooms using a traditional blended curriculum (suppliers include A Beka Book Inc., Bob Jones University Press, ACSI, CSI Christian School International). The classrooms are divided as enrollment dictates.

\*students may be further grouped for focus on language arts and mathematics skills.

**(c) Middle School (Grades 6-8)**

This department consists of self-contained classrooms using a traditional blended curriculum (suppliers include A Beka Book Inc., Bob Jones University Press, ACSI, CSI Christian School International). The classrooms are divided as enrollment dictates.

\*Students may be further grouped for focus on language arts and mathematics skills.

**(d) High School (Grades 9-12)**

This department consists of self-contained classrooms using curriculum from a variety of suppliers (A Beka, ACSI, Accelerated Christian Education, Bob Jones University Press, Houghton-Mifflin, Provincial – NB Department of Education), as well as other supplemental sources. The course of study is outlined in the curriculum section following.

**(e) WINGS**

Working with Individuals Needing Guidance for Success is a program for students with Autism Spectrum Disorder as well as other developmental challenges.

**(f) International Program**

International students will find a vibrant, nurturing, and highly academic program in which to study in Canada and enhance their English language skills. Students are fully integrated into regular academic classes and have the option of special ESL instruction as per their individualized educational plan.

In addition to the year-long integrated programming, SCS also offers short-term ESL programming in January/ February and July/ August.

While studying at SCS, international students are invited to be part of the SCS Homestay program where they will be immersed in English through family living withing approved homes located within minutes of the school.

## 1.2. Curriculum

### (a) Kindergarten

|                |             |
|----------------|-------------|
| Bible          | Mathematics |
| Printing       | French      |
| Science        | Art         |
| Social Studies | Music       |
| Phonics        | Gym         |
| Reading        |             |

### (b) Elementary

|                    |                |
|--------------------|----------------|
| Bible              | Mathematics    |
| Creative Writing   | Music          |
| Physical Education | Spelling       |
| Grammar            | Science/Health |
| Penmanship         | Art            |
| French             | Phonics        |
| Reading            | Social Studies |

### (c) Middle School

|  |                              |
|--|------------------------------|
| Bible  | French                       |
| World Studies  | Computer Keyboarding         |
| Heritage Studies   | Art Physical Education       |
| Mathematics  | Canadian History & Geography |
| Music  |                              |
| English (includes Spelling, Vocabulary Grammar, Literature, Composition) |                              |

### (d) Senior High

#### Grade 9-10

|                              |                          |
|------------------------------|--------------------------|
| Bible Old Testament Survey 9 | English Composition      |
| New Testament Survey 10      | Algebra I                |
| English                      | Functions & Relations 10 |



Geometry & Finance 10  
Biology 9  
Physical Science 10  
World History (Ancient) 9  
World History (Medieval) 10

Cultural Geography  
Computer Technology 9  
French 10  
Physical Education  
Electives vary by year

### **Grade 11-2**

Core courses as outlined in Graduation Requirements (Section 1.3)

Selection of electives (may vary by year):

Agricultural Science 120  
Business English 122  
British Literature 121  
Calculus 121  
Car Care 120  
Child Development 110  
Child Psychology & Development 120  
Computer Programming I 120  
Computer Programming II 120  
Consumer Math 112  
Co-Op 120  
Creative Writing 110/120  
Criminal Law 120  
Culinary 110  
Dramatic Arts 110  
Digital Tech 110  
Entrepreneurship 120  
Extended French 110/120

Financial Literacy 110  
Health & Wellness 110  
History of Civilization 110 and 120  
Intro to Law 110/ 120  
Journalism 110/ 120  
Journalism Leadership 120  
Modern History 112  
Music 110/ 120  
Oceans 110  
Outdoor Pursuits 110  
Residential Wiring 110  
Studio Art 120  
Theatre Arts 120  
Trigonometry 120  
Wellness in Phys. Ed 120  
Workplace Math 110  
Worldview 110  
Sciences not taken as required

A selection of approved courses from Seven Star

Approved dual enrolment courses with post-secondary institutions (such as Kingswood University, Crandall University, UNB)

### 1.3. Graduation Requirements

In keeping with the requirements of the New Brunswick Department of Education, Sussex Christian School students will participate in a 20-credit system over the course of their grade 11 and 12 years. To successfully earn a graduation diploma from Sussex Christian School, students must:

- have completed the curriculum requirements for the 9-10 program including: Computer Technology, French 10, and Physical Education 10
- achieve a successful rating on the provincially administered English Language Proficiency Assessment (ELPA)
- attain at least 17 of 20 credits in the grade 11 and 12 curriculum
- achieve at least 5 credits at the grade 12 level.

Students must successfully complete nine compulsory credits:

- English 11-12 (3 credits)
- Math 11 (1 credit)
- History/ Government (1 credit)
- Science (1 credit) from Biology, Chemistry, Physics, Oceans
- Bible (2 credits)
- Fine Arts/ Life Development (1 credit) from: Theatre Arts 120, Studio Arts 110, Co-op Ed 120,
- Outdoor Pursuits 110, successful completion of the Duke of Edinburgh's Award (Silver or Gold level)

Graduation diplomas will be designated as follows:

**(a) COLLEGE PREPARATORY ACADEMIC**

| <b><u>COMPULSORY COURSES</u></b>   | <b><u>CREDITS</u></b> |
|------------------------------------|-----------------------|
| Pre-Calculus 110                   | 1                     |
| Pre-Calculus 122A                  | 1                     |
| English 112                        | 2                     |
| English 122                        | 1                     |
| One of:                            | 1                     |
| Canadian Government 122            |                       |
| Canadian History 122               |                       |
| Any two of the following sciences: | 2                     |
| Biology 122                        |                       |
| Chemistry 112                      |                       |
| Chemistry 122                      |                       |

Physics 112

Physics 122

Oceans 112

\* Level 1 sciences by special arrangement when advisable, possible, and must be approved by the principal.

|                       |           |
|-----------------------|-----------|
| Computer Science 110  | 1         |
| Bible 110 Worldview   | 1         |
| Bible 120 Family Life | 1         |
| Electives             | 6         |
| <b>TOTAL</b>          | <b>17</b> |

**(b) ACADEMIC DIPLOMA**

| <u>COMPULSORY COURSES</u>   | <u>CREDITS</u> |
|---|----------------|
| All courses that are required in College Preparatory, except Pre-Calculus 122 | 10             |
| Electives, chosen from options above  | 7              |
| <b>TOTAL</b>  | <b>17</b>      |

**(c) GENERAL DIPLOMA**

This can be arranged for students who cannot meet the requirements for an Academic Diploma. Those conditions will be discussed in consultation with the principal. A total of 17 credits are required, as prescribed by the principal.

**(d) LIFE SKILLS DIPLOMA (WINGS Student)**

Developed for a student in the WINGS program, following their individualized educational plan.

## 1.4. Testing

Students in Grade 9 participate in the English Language Provincial Assessments (ELPAs) during the January exam period. Students must receive an “acceptable” or better on both components prior to graduation. If an acceptable score is not received in Grade 9, then the student is required to re-write in subsequent year(s) until the acceptable score is achieved.

## 1.5. Entrance Requirements

- (a) Kindergarten - students must be 5 years of age by December 31 and demonstrate adequate readiness for a classroom situation.
- (b) Grades 1-12 – A standardized successful completion of the previous grade level. An achievement test may be administered to determine whether the student's academic level is sufficient to allow successful completion of the grade level applied for.

## 1.6. Transfer Credit (High School)

- (a) Students entering Sussex Christian School from other schools:  
Transfer credit will be given as generously as possible, but students may have to repeat certain courses if the level of proficiency is inadequate to progress to the next level at SCS. Proficiency tests may be given at the high school level as well.
- (b) Students transferring to other schools:  
Past history has indicated no problem in transferring credits earned at SCS to other schools if the student's academic performance at SCS was adequate.

## 1.7. Dropping or Adding Courses

Student courses will be pre-selected by the administration. Changes may be made during the first two weeks of classes upon request to the homeroom teacher. Changes must be approved by the principal, subject to availability and congruency with the student's designated diploma.

## 1.8. Honour Rolls

### Grades 2-5

Students must have completed all Scripture memorization for the quarter and have at least a 90% average overall for honours and 95% for high honours, with no individual mark in any subject lower than 70%. Students on the Honour Roll for at least three quarters will receive special recognition in June.

### Grades 6-8

Students must have at least an 85% average overall for honours and 90% for high honours, with no individual mark in any subject lower than 65%.

### **Grades 9-12**

Students must have at least an 85% average overall for honours and 90% for high honours, with no individual mark in any subject lower than 60%. Students may earn high honours with distinction with an overall average of 95% or greater.

## **1.9. Awards (Grades K-12)**

Awards for outstanding achievement in various academic and non-academic areas will be presented each June.

## **1.10. Bursaries/Scholarships**

Donations by friends of the school for awards, bursaries, and scholarships are always welcome. Stipulations for such awards may be set by the donors in cooperation with the school administration to ensure they meet the requirements of the Canada Revenue Agency in relation to charitable gifts. Such donations are eligible for a charitable tax receipt.

## **1.11. Grading Scale**

### **Grades 1-8**

A - 90 – 100

B - 80 – 89

C - 70 – 79

D - 65 – 69

F - 64 and Below

### **Grades 9-12**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 59 and Below

## **1.12. Academic Year and Reporting**

The Sussex Christian School academic calendar is designed as follows:

**Grades K-8:** Four quarters with report cards issued at the end of each quarter (every 9-10 weeks)

**Grades 9 -12:** Most high school courses are taught in semesters containing two quarters each. Semester One runs from September to January with Semester Two following subsequently. Report cards are issued at the end of each quarter, with the final grade being that documented in the second quarter of the semester.

- Specific dates on which report cards are issued are identified on the school calendar.

**Student Academic Progress:**

**(a) Moodle**

SCS uses this Learning Management System to document student progress and grades. Parents and students in middle and high school, particularly, can have the opportunity to track academic progress and homework through this online tool.

**(b) Google Classroom**

SCS uses this E-learning tool as an option for creating and distributing assignments, recording homework, communicating and grading. Parents can access Google Classroom through their child's password and /or receive automatic email summaries for each of their learners. This occurs as parents accept the "invitation" to a class sent out by teachers.

**(c) Communication**

SCS values the opportunity to partner with parents in seeing our students flourish in all areas of their life. Communication is essential in this endeavor. Teachers at SCS prioritize connecting with parents to keep them informed of their child's academic progress. The following methods of contact and reporting will be initiated by classroom and subject teachers as appropriate:

- The return of completed work to the student with feedback in a timely manner
- Results of tests and assignments reported to home as follows:
  - a. Elementary and middle school – tests and assignments are sent home, preferably weekly
  - b. High school – test and assignment results are posted on Moodle and/or Google Classroom

*In the event of an academic concern, open and gracious communication between the teacher, the student and parents will provide the necessary support for success.*

### **1.13. Textbooks**

At the beginning of each school year teachers are responsible to record the textbook numbers of each textbook distributed to students. Students are responsible to keep the text(s) in the condition that they were received. If a student's textbook is lost or damaged beyond re-use the student's report card will be withheld until return or payment of text is made. The charge for the textbook will appear on the monthly statement.

## 1.14. Corrections and Neatness

### (a) Elementary

Students are required to do all work neatly or to redo it properly. Students are required to correct all workbooks and to have the corrections checked by a teacher or teachers' assistant.

### (b) Middle and High School

Neatness in assignments is expected and enforced by individual teachers.

## 1.15. Homework and Assignments

SCS affirms the *Fabulous Five* of homework benefits. They include:

- Skill building
- Retention
- Responsibility
- Time management
- Perseverance

In light of these, SCS highly values...

- Parental encouragement
- Completed homework with age-appropriate time limits
- Quality effort on the part of the student
- Accountability

To support these values, the following will be in place:

- (a) K-2: Homework assigned in literacy, numeracy, and Bible verse memorization
- (b) 3-8: Homework assigned in any subject potentially, but balanced in distribution by the teachers involved
- (c) Regularly assigned homework in all subject areas

Implementation:

- **Grades K-5:** Individual classroom teachers will communicate to students and parents their homework procedures, including how it will be recorded and/or posted and checked.
- **Grades 6-8:** Homework is recorded on Google Classroom
- **Grades 9-12:** Homework is recorded on Google Classroom and/or Moodle. Procedures are outlined in high school course outlines.

- SCS recognizes that, at times, homework completion is under the constraint of personal and family life. Uncompleted homework will be recognized, and effort made to help the student be successful in staying current.
- **Grades 9-12 Work Center:** Provision is made within the high school department for students to make progress on delinquent homework. Teachers may assign a 15-minute work period at lunch hour in the Work Center to the student. Attendance is required.

### 1.16. Late Work

Student work will receive a 5% penalty per school day up to 6 days (30%). Late work needs to be completed regardless of time late in order to finish the curriculum. Students with late work will be assigned to the Work Center until work is brought up to date. Teachers who have students with habitually late work must be in contact with the homeroom teacher and the homeroom teacher will be in touch with the student's parent(s). Students may receive an "inc.." on their report card if work is not completed by the end of a reporting period.

Students who are struggling to complete all their assignments on time, should talk to their teachers about extensions in advance of the due date.

### 1.17. Transcripts (High School Graduates)

High School transcripts are sent to institutions of higher learning upon request of the student. There is no charge for this. Request should be made by filling out the Transcript Request Form on-line. Two weeks notice is required (ten business days).

**References:** From time-to-time high school students will ask teachers or administration for references for university entrance, scholarships, etc. These requests should be made at least two weeks prior to their expected submission time. The student must provide the contact information to whom the requested documents are to be sent.



### 1.18. High School Exams

Students in grades 9-12 will sit for exams at the end of each semester. An exam schedule will be posted in advance of the exam week stating the dates, times and locations that each exam will be done. Students are expected to be present in the exam room by the published start time, prepared with all materials pre-determined by the examining teacher. Once the exam time begins, the teacher will close the door and students will not be able to enter the exam room. They will be required to return at an alternate time, determined by the teacher, to write the exam.

### 1.19. Promotion Requirements

**(a) Elementary (Kindergarten – Grade 5)**

A student who fails to obtain a passing grade of 65% in one of the following subjects – Language, Reading, and Mathematics – may not be promoted, subject to consultation with the Principal, teacher, and parents.

**(b) Middle School (Grades 6-8)**

A student who fails to obtain a passing grade of 65% in one of the following subjects – English and Mathematics – may not be promoted, subject to consultation with the Principal, teacher, and parents.

**(c) Senior High (Grades 9-12)**

A student who fails to obtain a passing grade of 60% in a given subject will not receive the credit and may need to repeat the subject if it is a required course or a pre-requisite for another course.

## 2. ATTENDANCE

### 2.1. Morning Arrival / Late Arrival

A bell will ring at 8:00 am and students may enter their homeroom. For Grades K-12 the 8:15 bell indicates the beginning of homeroom

High school students must be in their homeroom by 8:15am, otherwise they are marked late. Habitual lateness may result in a loss of overall participation grade for the quarter. Students are to be on time for every class each day. If the student is late for class they will be given a slip for a 20 minute detention for the next lunch hour.

### 2.2. Early Morning Arrival

We do not offer supervision in the school before 8:00 am, therefore we ask that students not arrive before this time.

### 2.3. Lunch Hour

Typically, students remain at the school throughout the day; a lunch should be sent with the students or purchased through the hot lunch program. Students will eat in the area designated for the current school year. For health and safety reasons, students are not permitted in the kitchen unless under the supervision of an authorized staff person. Students should bring any necessary eating utensils with the lunch brought from home. Microwave ovens are available for reheating purposes only (less than a minute). Students should not bring microwave meals that require several minutes to heat. If parents are dropping off lunch for students, please leave it in the school office with the student's name on it.

Middle and High School students may leave school grounds at lunch time if parents have given permission on the form which is part of the application process. Middle school students are never permitted to leave in a car with a student driver.

Staff members will be assigned for lunch supervision. Lunch times are scattered for the age divisions as follows:

Grade K - 5: 11:40-11:55 inside; 11:55-12:20 outside

Grade 6 - 8: 12:15-12:30 inside; 12:30-12:50 outside

Grade 9 - 12: 12:05-12:20 inside; 12:20-12:45 outside

## 2.4. Afternoon Dismissal

Students will be dismissed by department as follows:

|               |         |
|---------------|---------|
| Grades K – 2: | 2:00 pm |
| Grades 3 – 5: | 2:55 pm |
| Grades 6 – 8: | 3:05 pm |
| Grades 9–12:  | 3:15 pm |

Please refer to the most recent “Drop-Off/Pick-up” document for specific details about student pick-up.

Supervision of students is provided until 3:25 pm. At that time students are required to leave the school premises unless involved in an “after school” program with teacher/staff supervision.

After school supervision is for the purpose of parking lot safety. Playground facilities (including basketball court and soccer fields) are not supervised after school, therefore are not to be used by students after school.

If a student is to be picked up by someone other than designated persons, please inform the school prior to pick-up.

## 2.5. After-School Program

After school programming is offered for elementary-aged students with an additional fee through the SCS Little Lights department, subject to available spaces.

## 2.6. Early Departure

If a student must be dismissed before the end of the school day, the parent should inform the school by calling the school office (433-4005) at 8:00 am; or emailing the school office ([office@sussexchristianschool.ca](mailto:office@sussexchristianschool.ca)) and cc the homeroom teacher prior to 8:00 am.

In the event of an urgent, unexpected need to have the student be dismissed early, parents are to call the school office and leave a message for the homeroom teacher.

Should a student become ill during the school day, the office will contact the parent. (Students may not use the phone for this purpose.)

## 2.7. School Cancellation

- (a) When it is announced that public school Anglophone South District is cancelled due to weather conditions, SCS will also cancel. Please listen to either CJCW (AM 590) or CBC Saint John (FM 91.3) radio stations for cancellation info. An email message and Facebook message will also be sent.
- (b) If the district announces a delayed opening, SCS will begin at the normal time (8:15) and parents are asked to use their discretion about bringing their children to school.
- (c) If the district closes through the school day due to weather, SCS will also close.
- (d) The SCS Administration reserves the right to commence closure through the day if the weather becomes inclement. Every effort will be made to contact all parents in such a case.
- (e) Parents must use their discretion in situations where school is not cancelled but their own driving conditions are in question.
- (f) When it is deemed necessary by the Administration to cancel school for any reason, if the decision is made prior to the beginning of the school day, announcements will be made on the above-mentioned radio stations. If an incident occurs throughout the school day, parents will be contacted by phone.

## 2.8. Family Vacation During School Year

If it is necessary to take students out of school for a vacation, parents should notify the teacher(s) involved at least two weeks in advance of their last day in school. Give the dates of the planned absence. It is the parents' responsibility to ensure their child(ren) are caught up on missing work upon their return to school.

## 2.9. Attendance

While a student is enrolled in SCS, regular attendance is expected, as this is essential to academic success. If a student must be absent, the homeroom teacher must be informed by either (a) a written note signed by the parent or guardian; (b) an email from the parent to the teacher; or (c) a phone call to the school office. Parents are also encouraged to pick up missed homework for their child.

For any planned absence, the teacher should be informed before the date. This communication is required for school records. Students are required to make up the necessary work missed during an absence. After a significant number of absences, (e.g. more than 12 per semester) Social Services may be contacted because students are required by provincial law to be in school.

## **2.10. Attendance at Field Trips**

Field trip days are considered regular school days. Students are expected to attend the field trip unless they are ill. In the rare event the parent wishes their child not to attend the field trip, seat work may be provided at school.

## **2.11. School Calendar**

Each year the school issues a calendar of events and holidays. It is sent home early in September. Please keep this calendar in a convenient place for ready reference.

## **2.12. Chapel**

SCS is privileged to enhance our programming with weekly chapels shared by students and staff as follows: K-5, 6-8, and 9-12. Biblical teaching, mentorship and encouragement, student leadership opportunities and worship through music and testimony are hallmarks of our chapel. On special occasions such as Remembrance Day, Christmas, Easter and “Last chapel of the year” students enjoy dressing up in honour of these events.

### 3. DRESS CODE

#### 3.1. Kindergarten to Grade 5

Students' clothing should be neat, clean and in good repair.

**Footwear** - Shoes or sneakers for the classroom. Sneakers for Phys. Ed. must be worn at all times, be in good repair and never worn outside. No slippers.

**Pants** - Dress, casual pants or jeans. Must be properly fitting\* and in good repair. Girls may wear pants or capris. Spandex, footless tights, or leggings may only be worn under skirts/dresses (see specifications below), or with a longer \*\* t-shirt. (\*\* Appropriate length of t-shirt at the discretion of the homeroom teacher.)

**Dresses / Skirts** - May be up to 2" above the knee. Modest neckline. Sleeveless dresses may be worn, but no sundresses or spaghetti straps unless with a non- see-through blouse.

**Shirts** - Properly fitting. Modest length. No offensive\* slogans or pictures. Sleeveless tops permitted but no tank tops.

**Shorts** - May be no more than 2 inches above the knee.

(\* At the discretion of the Administration.)

#### 3.2. Grades 6-12

Students will have a variety of apparel items available to them for order on-line through the school website at <https://sussexchristianschool.entripyshops.com/> . When ordering, please refer to the Sizing Guide as sizes vary with different brands. Neither the school, nor the Entripy company will be held responsible for the purchase of incorrect sizes.

**Please note:** Not all items that may be ordered on-line are accepted as school apparel. Sleeveless or tank tops, ball caps and jackets may not be worn in school. Accepted tops include golf shirts, Oxford shirts, T-shirts and

sweatshirts, embroidered with the school logo. Due to temperature variance in the building, students should plan for two layers (short- and long-sleeved). Both layers must be school apparel.

Pants must be solid colour dress pants, twill pants, casual pants, or jeans. No sweatpants. Properly fitting at the waist. All clothing should be clean and in good repair (No holes or rips).

Ladies may wear pants, capris or a skirt. Must be solid colours only. Spandex, footless tights or leggings may only be worn under skirts or dresses, but not as pants. Skirts and dresses may be no more than 2" above the knee (when standing straight); may be up to 3" from top of knee if worn with leggings.

Ladies and Gentlemen may wear solid colour walking shorts. They must fit properly at the waist. May be two inches above the knee or longer.

Pants that fit tight to the skin are not acceptable.

### 3.3. For all Grades

#### (a) Chapel dress - "Special Chapels"

Students are encouraged to "dress up" for the special chapels throughout the year. No jeans or T-shirts, sweatpants or athletic pants. Sleeveless tops/dresses may be worn, but no tank tops or spaghetti straps.

Regular school attire is permitted for all other chapels.

#### (b) Gym attire/sports practice attire (Boys & Girls)

Shorts (no shorter than mid-thigh), sweatpants, or athletic pants, T-shirts, sweatshirts, or sleeveless shirts. No tank tops; shirt must fall below the hips. No offensive cartoons or advertisements. Sneakers must not scuff gym floor. No skateboard shoes. Gym attire/designated team uniforms are required for sport team events. Students in Grade 6 and above will change for gym class. Hats to be worn in gym class.

#### (c) After school athletics

Same attire as described in (b) above.

**(d) Shorts (Boys & Girls)**

In warm weather, shorts (2 inches above the knee or longer) may be worn. Cut-offs, gym shorts, tights or tear-aways are not permitted for classroom apparel.

**(e) Sandals (Boys & Girls)**

Footwear must be worn at all times for fire and safety reasons. Sandals may be worn. No slippers.

**(f) Hats**

No hats in hallways or classrooms.

**(g) Jewelry and make-up**

Modest jewelry is accepted. For girls, modest make-up is also permitted. Boys, no make-up permitted, including nail polish.

**(h) Tattoos and piercings**

Modest earrings are acceptable. Boys, small studs permitted. No gauges, plugs or facial piercings.

Exception: girls may wear a small stud or ring in the nose. Students are not to acquire any new tattoos while enrolled at SCS.

### 3.4. Dress at Activities

**(a) Programs and school events** – the dress code is in effect for all events unless otherwise specified by the administration.

**(b) Athletic events** – Game Day Dress for athletes:

**Boys:** Button-up shirt with tie, black jeans or dress pants.

**Girls:** Dress or skirt that meets dress code standard (Section 3.3 above). Skirt, dress pants, black jeans, or capris may be worn when paired with a dressy shirt. No t-shirts or golf shirts.

**(c) Dress Down Events**

SCS modesty expectations still apply to dress-down attire. No ripped jeans, no sweatpants, no tank tops. Ladies, please observe the length limitations (Section 3.3 above) for skirts/dresses.

### 3.5. Hair Styles

Hair must be clean, neat and out of the eyes.



## 4. CONDUCT AND PROCEDURES

### 4.1. Student Conduct

Sussex Christian School's desire is that every student be "...rooted and built up according to that which they have been taught" from God's Word. (Colossians 2:7) To this end, the standard for student conduct that creates an environment conducive to learning is based on evidence of the fruit of the Spirit: love, joy, peace, patience, kindness, gentleness, faithfulness, generosity and self-control. More serious and persistent behaviors not reflective of these standards will be addressed by the homeroom teacher, and if necessary, the school administration.

### 4.2. Facility Conduct Guidelines

#### (a) Playground

1. Students will play only in the designated playground areas.
2. Making or throwing of snowballs is not permitted.
3. The playground equipment must be used in a proper and safe manner as directed by playground supervisor.
4. Play-fighting is not permitted.
5. No bike-riding or skateboarding on the playground/parking lot during school hours. Students may ride bikes or skateboards to the school in the morning, and leave on them at the end of the school day, following the regular road rules of entrance at St. George and exit at Chapman Dr. The bike should be parked in the bike rack and locked for the duration of the school day. The school will not be responsible for any lost, stolen, or damaged bikes.

#### (b) Building

1. Students will wash hands at the sinks upon entering the building.
2. There will be no running or horseplay in the building.
3. Students must not enter other classrooms, janitor's room, equipment room, kitchen, or staff room, unless they have been sent by a teacher. Students should not be peering in classroom windows.
4. Traffic will flow up the stairs at the stairwell closest to the worship centre and down the stairs at the stairwell closest to the school office.

**(c) Restrooms**

Students are to use the washrooms as designated for their age-group for the school year. The washroom is not a spot for horseplay, snacking, or hanging out.

### **4.3. General Conduct Guidelines**

- (a)** Students should be respectful of others' rights and property. Students should not enter another student's desk or locker or handle his/her personal belongings.
- (b)** Students should respect all school property and equipment. If damage occurs, students will be held responsible for the repair of damages or replacement of equipment.
- (c)** Students should behave in a courteous manner toward one another, staff, volunteers and visitors. They should respect the authority of all teachers and school personnel at all times.
- (d)** Students may not leave any class without the permission of the teacher, or leave the school property without a parental excuse or permission from the Principal.
- (e)** Students are not permitted to bring guns, knives, sharp objects or other items designed to injure or capable of causing injury. This includes facsimiles or objects designed to resemble these items. A violation of this policy may result in immediate dismissal from school.
- (f)** Gum chewing is not permitted on school property, indoors or on the playground, or on school events.
- (g)** Students must WALK in the halls, at all times, avoiding excessive loud talking, rowdiness, or any inappropriate behaviours.
- (h)** Students need to listen when others are speaking in the classroom. They should raise their hand to get permission to speak.
- (i)** When students are in class, they are expected to display appropriate behaviour for the learning activity taking place in the classroom.
- (j)** Students are not to use profanity or coarse, vulgar expressions. Students are encouraged to communicate with words that build up and minister grace to those who hear (Eph. 4:29).
- (k)** Students should not bring any questionable reading material or recreational activities to school (e.g. that which promotes violence, the occult, or immoral conduct).

### **4.4. General Elementary Conduct**

General classroom conduct will be reviewed within the elementary classroom.

## 4.5. General Middle/High School Conduct

- (a) School is a place where students are encouraged to form friendships with other students of both sexes. Students are discouraged from pairing off and associating with one other person exclusively. This especially applies to friends of the opposite sex. Such activities as handholding and being alone in a secluded spot are not acceptable behaviour for school. There must be at least three people in a mixed group leaving the grounds.
- (b) Students from High School are not permitted to drive for school events or other activities. Student drivers are required to follow the parking lot rules as outlined in Section 6.5. At lunch time only, students may ride with other students only if signed permission is given by the parents. Unsafe driving habits on school grounds may result in driving privileges being revoked on the property.
- (c) Use of tobacco, alcohol, vaping, marijuana, and/or narcotics at school or outside of school, is not permitted. Violation of this will result in suspension or expulsion.
- (d) Each high school student will be assigned a locker and a combination lock at the beginning of the school year. Students are expected to keep their locker neat and clean; food should not be left in their lockers over night; they should not do anything to deface the locker in any way. The locker is to be locked at all times throughout the day. Loss of, or intentional damage to the lock will result in a \$10 replacement fee.

## 4.6. Lunch Procedure

### 1. Elementary

- (a) Students will eat in their homerooms under their teacher's supervision.
- (b) Microwaves are available for reheating food. Parents are asked to not send microwave meals that require several minutes to cook.
- (c) Hot lunch meals and milk will be delivered to the classroom for the lunch meal.
- (d) Students will be dismissed as a class by the teacher at the designated time.
- (e) At the end of the recess, teachers will meet their class at the front doors (or gym doors during inclement weather) and escort them back to their class.

## **2. Middle/ High School**

- (a) High school students are expected to be in designated areas only for the lunch period. They are asked to bring everything they need during the lunch period with them at that time. If they need to go to their locker, they may do so but immediately return to a designated area.
- (b) Food must be eaten only in the cafeteria or outside on the bench. Each student is responsible to clean up their own trash after eating and place in the provided waste bins.
- (c) Middle/ High students may leave the school grounds at lunch time only as specified by their parents' written permission in the application forms. These privileges may be revoked by the administration if they are misused.
- (d) Students may do homework in a designated area during the lunch hour.
- (e) A schedule will be posted for gym use during the lunch hour; students may enter only when the supervising teacher is present.
- (f) Please show respect for others by keeping noise in the hallway to a minimum.

## **4.7. Day-End Dismissal**

- (a) Dismissal is scattered as outlined in the latest published policy and all students should be picked up at that their designated dismissal time unless they are involved in a school-sponsored after-school event or program. Staff members are assigned to after school supervision. The purpose of this supervision is to oversee the safe dismissal of students to the care of their parents. Please note: this is not a playground supervision. Students are asked to wait for their drives in the designated locations outside. If a student is leaving at the end of the day on foot, s/he should leave the grounds immediately upon dismissal (unless remaining for an after-school event).
- (b) If your child is not ready to be picked up at the lane in front of the school, please park in the designated parking areas. The lane is for drop-off and pick-up only. Absolutely no stopping in this lane, please. Families with students exiting at more than one dismissal time are asked to pick the first student(s) up in the pick-up line, then proceed to a parking space to wait for students from subsequent dismissal times.
- (c) If students are remaining for an after-school event, they will only be allowed entrance into the area of the event (for example, gym, classroom, sanctuary, etc.) upon arrival of the adult responsible for that event. Students not participating in the given event should not be in that area. They should be in the areas outlined above as designated for their dismissal time.
- (d) For students involved in sports activities:

- i. When late afternoon or evening games are scheduled, students must leave the school premises at dismissal time unless alternate arrangements have been made with the coach. They should only return to the school at the time designated by the coach.
- ii. Students (including siblings) who are not part of the given team should not be present in the area during practice.
- iii. We request that families make adequate arrangements for their children off-site during unsupervised time.

## **4.8. Classroom Management**

SCS affirms that well managed classrooms lead to better outcomes for students in all areas. Therefore, classroom management protocols and boundaries involving students will be implemented by teachers in individual classrooms. They will relate to the following:

- A positive classroom climate with respect and courtesy for both teachers and peers academically and socially.
- Specific procedures and routines leading to efficiency in learning
- Limits to and/or encouragement of student talking, participation, and engagement (depending on the situation, learning task, direction of the teacher etc.)

In addition, SCS specifically adheres to the following management guidelines:

- The teacher is responsible to establish a productive learning environment.
- Movement within the classroom will be defined by the teacher.
- Permission from the teacher to leave the classroom is required by the student.
- Food is enjoyed at break and lunch times only, unless special permission to eat is granted by the teacher or required for medical purposes.
- Hydration is important. Typically, water is the classroom drink to the exclusion of all other beverages.

## **4.9. International Students Speaking English**

SCS welcomes students from other countries to our school community. Because one of the main purposes that they choose to come to Canada is to learn to speak English, international students are expected to speak

English during classes or while attending school functions. They are permitted to speak their native language during the second half of their lunch break, after they have been dismissed from the lunch room.

## 5. COMPREHENSIVE TECHNOLOGY PLAN ACCEPTABLE USE POLICY

Sussex Christian School does not see, or use, technology for technology's sake...it is an important part of our educational program and we use technology as a way to teach 21st-century skills. Within the context of a school that seeks to glorify Christ in all we do, it is important for us to teach, model, and encourage responsible citizenship. The following policy is designed to allow our teachers and students to use the wonders of technology in a useful, safe way that will help students reach their full potential, while also ensuring that personal electronic devices and non-academic internet use does not interfere or distract from the learning process.

### 5.1. Devices

Sussex Christian School (SCS) provides Chromebooks or laptops for in-school use for students in grades 4-8. These devices are used for educational purposes under the direct instruction and direction of a teacher. SCS students in grades 9-12 bring their own iPads, laptops, and Chromebooks to school each day. These devices will also only be used for educational purposes and under the direct instruction and direction of a teacher.

The above-mentioned devices will only be used by students after receiving direct permission from a teacher. Permission must also be given directly by the teacher for students to use any audio listening devices (headphones, air pods, speakers, etc.).

The use of other personal devices by students is outlined in the Student Device Use Policy.

#### (a) Charging

Students are expected to ensure that their device is fully charged before each school day. For students in 4-8, this includes properly storing the device on the charging carts. For students in 9-12, this includes charging their device at home each night after school.

#### (b) Screensavers, Backgrounds, and Stickers

Students are expected to only use background and screen saver pictures that are consistent with the Christian values of SCS as laid out in the SCS Student Handbook.

Students may only add stickers to their personal devices. These stickers must be consistent with the Christian values of SCS as laid out in the SCS handbook.

#### (c) Software

1. Students are not permitted to download software onto any device while at school unless instructed by a teacher.

2. Students will not remove any software that has been downloaded onto school devices by SCS staff.

**(d) Sound/music**

Devices should always be kept on mute (this will include break and lunchtimes). Music may only be played with permission from the teacher and must be listened to using headphones. The volume should be low enough so that it can't be heard by others.

**(e) Gaming**

Teachers may choose to utilize educational computer game sites. All other use of online gaming sites or offline games while on the SCS campus is not allowed (this will include break and lunchtimes).

**(f) Saving work**

Students are reminded that it is their responsibility to ensure their work is saved. Students are encouraged to use their school-provided Google Drive to back up any device stored assignments.

**(g) Inspection**

SCS staff may confiscate a student or school device for inspection following AUP violation or suspected AUP violation.

## 5.2. Network

**(a) The purpose of school provided network**

SCS provides internet access to our staff and students to enhance education. All other uses of the school network are prohibited.

**(b) School provided email**

Each student is provided with a school email account ([first.last@sussexchristianschool.ca](mailto:first.last@sussexchristianschool.ca)). This email address should be used by the student for communicating with teachers. This email address also gives the student access to Google Classroom, Google Drive, Google Docs, and the rest of the GSuite for Education apps. This email address should be reserved for school-related uses.

It is the student's responsibility to check their school email daily (Monday-Friday).



**(c) Student Safety**

**1. Security**

Students must take reasonable precautions to maintain the security of the device they are using and the SCS network. Students should not open or send files of unknown or distrusted origin. Students should report any suspicions of a computer virus to the administration.

**2. Plagiarism**

Students must take care to properly track and cite the sources they use in papers and presentations. Failure to do so constitutes plagiarism which will be handled as laid out in the SCS Student Handbook.

**3. Personal Safety**

Students are reminded that they should not share personal information with anyone over the internet. Passwords should only be shared with teachers, parents, or guardians. If a student suspects that someone else has learned their password, they should immediately change their password.

Students are also reminded that the type of content they view or listen to should be in line with the Christian Standards of Sussex Christian School.

**4. Netiquette**

Students are expected to follow the student conduct policies of SCS both offline and online. Remembering to always treat others with respect, if students find themselves in a cyber-bullying situation, they should disengage from the contact and report the situation to a teacher (if at school) or their parent/guardian (when at home). SCS will work with students and families to help resolve these situations.

**5. Parent/Guardian Responsibility**

We recommend that all parents and guardians ensure that they communicate with their students about the importance of appropriate and safe online conduct. We also encourage parents to monitor their student's online conduct as befits the students' developmental stage.

### **5.3. Violation Consequences**

Students who violate this Acceptable Use Policy (AUP) will be subject to disciplinary action in line with the discipline policies of Sussex Christian School. These consequences might include:

1. Revoking of device privileges
2. Parent-teacher meetings
3. Device Confiscation

## 5.4. Student Device Use Policy

### 1. Personal Devices

A personal device as used in this section is used to refer to cellphones, iPods, tablets, Readers, Smartwatches, or any other internet-enabled device which a student could carry on their person.

- a. **K – Grade 8:** No personal devices should be brought to school. Any phones that are brought to school will be collected upon arrival by the student's homeroom teacher and returned at the end of the day in consultation with parents.
- b. **Grade 9 – Grade 12:** No personal devices should be brought to school besides phones and smartwatches. Smartwatches may only be used as a time-keeping device. Phones will be turned in upon arrival in HR. Students may use phones during lunch starting at 12:20 regardless of leaving campus. Students will turn their phones back in to their homerooms before the beginning of the fourth period and collect them from their homeroom at the end of the day. If phones are seen being used during the school day (except for lunchtime) teachers will confiscate the phone and this will count as a strike.

### 2. Computers

- a. **Kindergarten to Grade 5:** May only use computers and navigate to websites as the teacher directs and computer use that aligns with the Acceptable Use Policy (AUP). If they are found to be using the computer for a purpose besides this they will be switched to paper and pencil tasks for the remainder of the day.
- b. **Grade 6 to Grade 8:** May only use computers when the teacher has given permission and only for work that the teacher has directed. If the teacher observes them using the computer for something else or something that goes against the AUP the computer will be confiscated and this will count as a strike.
- c. **Grade 9 to Grade 12:** May only use computers when the teacher has given permission and only for work that the teacher has directed. If the teacher observes them using the computer for something else or something that goes against the AUP the computer will be confiscated and this will count for a strike.

### 5.5. Three Strike Policy For Grade 6 to Grade 12

- **Strike 1:** The device is confiscated, and the student can collect it at the end of the day from their homeroom teacher.
- **Strike 2:** The device is confiscated, and the parents must collect it from the homeroom teacher on the following day.
- **Strike 3:** The device is confiscated, and a meeting is arranged with the student, principal, and parents to discuss whether the student will be allowed to continue to use their device at school.

## 6. DISCIPLINE

### 6.1. Honour Code

Students in grades 9 to 12 are asked to sign and adhere to the honour code as outlined in the application forms each year.

### 6.2. Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. ... Plagiarism may be intentional or reckless, or unintentional. (University of Oxford)

At SCS we recognize that the temptation to use someone else's work as our own is an ever-present reality for students. As emerging scholars, SCS students are in training to avoid the trap of taking short cuts by cheating. Plagiarism includes, but is not limited to: copying homework, copying answers for a test, cutting and pasting off the Internet, using content and not citing the source etc. Teachers at SCS are committed to helping students avoid these pitfalls. Plagiarism software will be used to help detect plagiarism when it happens.

- **First Infraction:** The first time a student is caught plagiarizing, the teacher will report it to the student's homeroom teacher. The homeroom teacher will schedule a meeting with the student to discuss the situation. The student will be required to make up the test, homework, assignment etc. and receive a lesser grade. The homeroom teacher will contact the parents. The homeroom teacher will let the principal know.
- **Second Infraction:** The second time the student is caught plagiarizing, the teacher and the homeroom teacher will meet again. The student will need to redo and resubmit the test, homework or assignment, but receive a zero. The principal will let the parents know what has happened and work on strategies to bring about changed behaviour.
- **Third Infraction:** The third time a student is caught plagiarizing, a meeting between the homeroom teacher, the principal and the parents will be called. The team will decide how to best proceed with the student.

### **6.3. Parental Input in Discipline**

Parents are always welcome to call the school after daily dismissal time to inquire regarding details of specific disciplinary actions regarding their child. At times, teachers will seek parental input and assistance in working through a difficult area with a student.

### **6.4. Parent – Teacher Misunderstandings**

The most effective and expected way to deal with parent-teacher misunderstandings or problems is for the offended party to go to the other person to discuss the offense with a view to solving it. (See Matthew 18:15-17 – “If your brother sins against you, go show him his fault just between the two of you.”) If this is not effective, another person such as the Principal can then be called to help mediate the problem.

## **7. HEALTH AND SAFETY**

### **7.1. Fire Drills/Emergency Procedures**

Regular fire drills are held during the year. A schedule of fire regulations and exits is posted in each room. Other emergency procedures will also be practiced during the school year (i.e. lockdown).

### **7.2. Student Illness**

Parents are asked to self-screen their child each day for COVID symptoms and not to send their child to school if he/she has two or more symptoms. If a child is vomiting, has diarrhea, or any contagious condition, please do not send the child to school. The parent should call in the morning to inform the school (see Section 2.8). For students in Grades 4 and above, daily classwork will be posted in Google Classroom and students will be expected to keep up to date on schoolwork unless they are too ill to do so.

### **7.3. Medication**

No medications will be administered without written request of a parent and/or directive of a physician.

Prescriptions must be administered by the school office. If a child has frequent headaches and the parent wishes medication to be administered at the school, the parent must supply the school office with medication (Tylenol, etc.) for that student.

### **7.4. Accidents**

Accidents occurring during the school day will be given first aid and evaluated by the school administration.

Parents will be notified when a child is seriously injured and be advised to seek medical treatment. Students injured during participation in interscholastic sports will be the responsibility of the coach.

### **7.5. Parking Lot Procedures**

The following procedure has been adopted for student drop-off and pick-up: (Please refer to diagram in the Appendix.)

1. When drivers are entering the school grounds, please enter using the St. George Street entrance and leave using the Chapman Drive exit.
2. PLEASE SLOW DOWN. Speed on the school grounds should not exceed 20 kph.
3. When entering at St. George Street to drop off students, please do one of the following:
  - a. Drop off students in the lane in front of the school. The walkway is indicated by the white painted area. Please have students exit the car on the sidewalk and proceed to the door. Please make sure you stop prior to the walkway. Please do not stop in the crosswalk.  
OR
  - b. If you are a parent of a younger student, please park your car in the parking lot and accompany your child to the front entrance of the building. Please drive into the parking spot, with the front of your car facing the playground.
4. When you are leaving, please proceed in the same direction and exit at Chapman Drive.
5. If you as a parent are planning to enter the school, we recommend that, except for younger students (as in 3b above), you drop your child off at the sidewalk as in 3a above and then proceed to a parking space.
6. PLEASE DO NOT PARK IN THE LANE IN FRONT OF THE SCHOOL at any time.
7. At all times, please be watchful for students in the schoolyard. They can sometimes appear from nowhere!
8. Staff, students and families are asked to observe the designated parking as outlined in the Appendix.

## 8. FINANCIAL MATTERS

### 8.1. Fees

The current fee schedule is available from [www.sussexchristianschool.ca](http://www.sussexchristianschool.ca) or the school office.

In order to serve as many families in the Christian community as possible, tuition fees are kept as low as possible. This means that SCS teachers work for a salary that is considerably below the public school scale. Parents and teachers together make financial sacrifices for the sake of Christian education.

- (a) **Books** – The cost of textbooks and workbooks is included in the student tuition.
- (b) **Supplies** – Students are expected to provide their own supplies (e.g. pencils, looseleaf, etc.). A supply list is available from the school office or on the school web-page.
- (c) **Course Fees** – A one-time fee covers some of the costs associated with providing equipment for specialty classes, certain extra annual fees are essential. These are paid to the school office and are not refundable.
- (d) **Tax-deductible receipts** for 25% of tuition, paid in a given calendar year, will be issued by the end of February of the following year.

### 8.2. Financial Commitments

As a matter of good stewardship, families are expected to keep their school accounts paid up to date. Families have several options for payment. Registration and first payments are due in August. Parents may pay by 10 monthly payments (August to May), 20 semi-monthly payments (August to May), one lump sum due in August, or semi-annual payments made in August and January. Payments may be made by cash, post-dated cheque, or e-transfer. Please contact the office for details of sending an e-transfer to the school

If payments are more than one month in arrears, contact will be made by the VP-Administration to discuss the situation. If payments are more than two months in arrears, the account may be referred to the Board of Directors for review. If the account remains in arrears, the school reserves the right to (1) withhold from the student the privilege of extra-curricular activities that s/he might otherwise participate in, and/or (2) suspend the student from the school until such time as the account is brought up to date.



School accounts are to be paid in full by May 31st each year. This includes all tuition, as well as fees for activities and/or supplies throughout the year. All textbooks are to be returned to the school by the last day of classes. A fee will be charged for any books/ materials not returned, or not returned in their original condition. School records, including report cards and transcripts, will be withheld until all fees are paid in full.

If a student enrolls after a school year begins or withdraws before the year ends, tuition will be pro-rated according to the quarter in which the student is enrolled. All other fees must be paid in full.

### **8.3. Donations**

Sussex Christian School welcomes financial donations to the school. All monetary contributions (not including registration, curriculum fees, or tuition) to Sussex Christian School are eligible for a charitable tax receipt. If a family has a contribution to make other than cash (e.g. equipment), please contact the Administration to assure proper tax credit is received. Services are not tax deductible.

## **9. GENERAL**

### **9.1. Volunteer Services**

Volunteers are permitted at the discretion of the administration. Volunteers will be asked to undergo a police check as a condition of working in the school and will be interviewed by the administration as to their qualifications for a given task.

### **9.2. Contact with Teachers**

Teachers may be reached at the school between 3:00 and 3:45 in the afternoon. E-mail communication with teachers is welcome, however, please do not expect responses to emails in the evening. In-school meetings may be limited according to current COVID restrictions.

### **9.3. Student Visitors**

Due to current COVID conditions, student visitors are not recommended at this time.

Former students or students who are enrolled in another school are not permitted to visit for lunch hours to “hang out”. Any visitors to the school must sign in at the school office.

## APPENDIX

## DROP-OFF AND PICK UP PROCEDURES

### Drop-Off

8:00am-8:15am



- ♦ Masks on before exiting the vehicle
- ♦ Wash or sanitize your hands
- ♦ Head straight to your homeroom

### Pick-Up

- ♦ Masks on before exiting the classroom
- ♦ Head outside to wait with the on duty teacher
- ♦ You will not be allowed to wait inside the school

#### Pick-Up Line

Will be reserved for picking up students from one dismissal time .

#### Parking Spaces

Will be reserved for picking up students from multiple dismissal times.

#### Dismissal Times

2:00-K-2nd

2:55-3rd-5th

3:05-6th-8th

3:15-9th-12th

#### Early

If you arrive earlier than your student's dismissal time please park in one of the designated spots.

