

STUDENT HANDBOOK

2017-2018

*Sussex Christian School exists to help build up and partner with families,
by providing a biblically-integrated education
which seeks to prepare students academically, socially and spiritually
to make a positive contribution to local and global communities.*

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SUSSEX CHRISTIAN SCHOOL

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.

1.0 ACADEMIC PROGRAMS

1.1 PROGRAMS

(a) JR. KINDERGARTEN (SCSprouts)

The Sussex Christian Sprouts is a Junior Kindergarten program for children ages 3 and 4. SC Sprouts is licensed under the NB Early Childhood Education department and, as such, operates under the NB Curriculum Framework, using the A Beka curriculum as a basis for its Pre-school program. The A Beka Pre-school programs teach basic reading skills using the phonics approach. This gives students a solid foundation for developing exceptional reading skills.

(b) Kindergarten-Grade 6

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. This year classes are divided as follows:

Kindergarten-Grade One (combined)

Grade Two-Three (combined)

Grade Four -Six (combined)

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

(c) GRADES 7-12

This department consists of self-contained classrooms using curriculum from a variety of suppliers (A Beka, ACSI, Accelerated Christian Education, Bob Jones University Press, Provincial – NB Department of Education). The course of study is as follows:

Grades 7-8

Bible
English
Math
Science
World Studies
Canadian History
Vocabulary/ Spelling
French
Health
Physical Education

Grades 9-12

Bible
English
Math 9- Algebra I
Math 10- Relations & Functions/Geometry
Math 11- Foundations
Math 12- Precalculus
Biology
Chemistry
Physics
World History
Canadian History
Canadian Government
French
Computer
Physical Education
Electives (varied)

1.2 CURRICULUM

(a) Kindergarten

Bible	Printing	Science
Phonics	Reading	Mathematics
Art	Music	Gym

(b) Elementary

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

(c) Middle School

Bible	Social Studies	Grammar
Mathematics	French	Creative Writing
Literature	Computer Keyboarding	Science
Vocabulary	Art	Composition
Physical Education		

(d) Senior High

Bible Courses	Biology	Various Electives: Law Economics Theatre Arts Fine Arts Accounting Consumer Math History (1 of 3 not taken) British Literature English Composition Geography History of Civilization World View in Media Christian Counseling Residential Wiring Car Care Outdoor Pursuits Entrepreneurship Trigonometry Calculus Co-Op Program
English Grammar	Chemistry	
English Literature	Physical Science	
Algebra I	Physics	
Relations & Functions	World History	
Geometry	Canadian Government	
Math Foundations	Canadian History	
Precalculus	Computer	
Physical Education	French	

** Students in Grade 12 may be able to choose from a variety of on-line courses and/or dual enrolment courses through Kingswood University, Crandall University, and University of New Brunswick.

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 Literacy, 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 eight compulsory credits:

- English 11 (2 credits)
- English 12 (1 credit)
- Math 11 (1 credit)
- History/ Government (1 credit)
- Science (1 credit) from Biology, Chemistry, Physics, Oceans
- Bible (1 credit)
- Fine Arts/ Life Development (1 credit) from: Theatre Arts 120, Graphic 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

COMPULSORY COURSES	CREDITS
Math Foundations 11 ²	1
Pre-Calculus 12 ²	1
English 11 ²	2
English 12 ²	1
Canadian Government 11 ²	1
Canadian History 12 ²	1
Any two of the following sciences:	
Biology 12 ²	
Chemistry 11 ²	2
Chemistry 12 ²	
Physics 11 ²	
Physics 12 ²	
Oceans 11 ²	
Computer Tech 11 ²	1
Bible: Family Living 11 ⁰	1
Bible: Careers 12 ⁰	1
Electives	5
TOTAL	17

Elective Options:

- Economics 11²
- Theatre Arts 12⁰
- Fine Arts 11⁰
- Accounting 11⁰
- Geography 11⁰
- Practical Math 11³
- Consumer Math
- Trigonometry 11²
- Calculus 12²
- British Literature
- English Composition
- History of Civilization
- Entrepreneurship
- Science (1 of the 3 provided)
- Mentorship 11²
- Spanish 11⁰
- Law 11⁰

A selection of approved courses from BC Online School

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

*The student is also encouraged by SCS to write the S.A.T. (Scholastic Aptitude Test) as it is compulsory for some universities.

**B. ACADEMIC DIPLOMA
COMPULSORY COURSES**

CREDITS

All courses that are required in College Preparatory, except Math 12 ²	11
Electives, chosen from options above	6
TOTAL	17

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.

1.4 TESTING

Canadian Achievement Test (C.A.T.) may be given in designated school years to some or all students. Parents may request to see these scores once they have been compiled.

Students in Grade 9 participate in the English Language Provincial Assessments (ELPAs) during the January exam period. There is a reading and writing component to these tests. 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.

Grade 12 students are also encouraged to take the S.A.T. (Standard Achievement Test) as some universities require these scores for entrance.

1.5 ENTRANCE REQUIREMENTS

- (a) **Jr. Kindergarten** -- Students must be 3 years of age to enter the two day program for three year-olds, and four years old by December 31 to enter the three- or five-day program.
- (b) **Kindergarten**- students must be 5 years of age by December 31 and demonstrate adequate readiness for a classroom situation.
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

Students at SCS are usually placed in a strong academic based program. Therefore, it is required for them to enroll in the required courses the semester/year they are offered. Only under extreme circumstances will they be allowed to drop courses. (Circumstances will be decided by the Administration.)

1.8 HONOUR ROLLS

Grades 2-6

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 71%. Students on the Honour Roll for at least three quarters will receive special recognition in June.

Grades 7-12

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 65%.

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 REPORT CARDS AND PROGRESS REPORTS

Sussex Christian School operates on a four quarter academic year. Report cards are issued at the end of each quarter (every 9-10 weeks). The school calendar gives the exact dates reports cards are issued.

The following methods are used to keep parents informed of their student's progress **between** report cards.

(a) **JK- Grade 1**

Parents are informed of their child's progress through informal meetings, emails, and classroom work sent home. If there is a concern parents are contacted for a more formal meeting. Students in Grade One will also have periodic tests and quizzes which will be sent home.

(b) **Grade 2-6**

Tests, quizzes and/or samples of class work are sent home periodically for parents to look at and sign. These are then returned to the classroom teacher.

(c) **Grades 7-12**

Parents will be notified of a student's difficulty with a subject, behaviour problem, or incomplete assignments.

(d) SCS uses "Moodle" as an on-line reporting system where students' grades are recorded and tracked. Students in high school are expected to follow Moodle daily to keep track of homework and assignments. Both students and parents in middle and high school may track student progress through Moodle.

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

Homework should be completed neatly and thoroughly. Questions should not be left unanswered, since rarely are assignments given at home which have not been studied in class. Most parents would be well-advised to check the student's homework to make sure it reflects the student's best effort, especially for elementary students. Individual teachers may have homework policies unique to their classroom.

On average, assigned homework should take about 10 minutes per grade level per night, (a student in Grade 3 would average 30 minutes, Grade 6 60 minutes, Grade 9 90 minutes, etc.) This does not include work that was intended to be completed in class. Parents should consult with their child's teacher if they feel the homework level is not appropriate for their child.

NOTE – Repeated delinquent homework may result in lowering of grades, after-school detentions, or (eventually) suspension or expulsion.

(a) **K - Grade 1**

Students at this level have weekly homework consisting of reading, sight word or spelling practice, and math fact practice. It is expected that parents will be consistent in doing homework with their children to both strengthen these emerging skills and to start developing good homework habits for the coming school years.

(b) **Grades 2-6**

At the end of the day, students will copy all homework into their homework notebook. Incomplete class work will also be assigned for homework. Parents should supervise the completion of the homework and sign the notebook when the work is finished. The homework notebook should be returned every day. If the student has no homework, he/she will write a note to that effect in the homework book. The teacher will check the homework books every morning.

(c) **Grades 7-12**

Students in Grades 7 & 8 will be required to have a homework notebook. Grade 9-12 students are not required to have a homework notebook. A teacher will notify parents of delinquent homework. (At this point, the student may be required to write it in a notebook). If a student misses writing a test because he/she is sick, etc., they will write it the day they return to school.

1.16 RESEARCH PROJECTS

Occasionally, reports are given which require research at the library. It is not always possible to complete this research at school. Parents must assist their children by providing access to a library with adequate materials. Whenever a lengthy report is assigned, the teacher will outline the report expectations in writing. Students are encouraged to use the Internet; but should **not** consider this the sole source for information gathering.

1.17 LATE OR INCOMPLETE HOMEWORK

(a) **Grades 2-12**

1. Homework will be done at recess or after school (at the teacher's discretion), depending on the length of assignment and previous homework record.
2. A record will be kept of all late assignments. A report will be made to the parents, and a conference will be held to deal with repeated offences.
3. Reports or assignments for which a grade is given will have the grade lowered by 5% for each school day's lateness (Grades 7-12).
4. Students may receive an "inc." on their report card if work is not completed by the end of a reporting period.
5. Students may be held from participating in extra-curricular activities if curricular assignments are incomplete.

(b) **Emergencies**

If an emergency arises and a student is legitimately and unavoidably prevented from doing his/her homework, the parent should write a note in the homework book or slip under the assignment, asking for the child to be excused for that evening, and the reason stated. At the teacher's discretion, the missed homework may then be completed at school or the next day and no disciplinary action will be taken. This should be a very rare event or the student may begin to look for excuses to avoid homework completion.

(c) **Make-up Work**

Students who are absent for any reason will be required to make up missed work in each class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up. A day's absence does not excuse a student from class responsibilities. Grades will be withheld in the case where make-up work has not been turned in, and could lead to failure if the situation is not remedied immediately.

1.18 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. 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.

1.19 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. Unless otherwise specified, exams will begin at 8:30 a.m. 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.

1.20 PROMOTION REQUIREMENTS

(a) **Jr Kindergarten**

Students must demonstrate readiness for kindergarten work to be promoted from Jr. Kindergarten. A second year spent in Kindergarten is a major benefit to an immature student who is struggling to keep up with the class.

(b) **Elementary (Kindergarten – Grade 6)**

A student who fails to obtain a passing grade of 65% in one of the following subjects – English, Reading, and Mathematics – may not be promoted, subject to consultation of the Administration, teacher, and parents; with the final decision based on the discretion of the Administration.

(c) **Middle School (Grades 7-8)**

A student who fails to obtain a passing grade of 65% in one of the following subjects – English, Reading, and Mathematics – may not be promoted, subject to consultation of the Administration, teacher, and parents; with the final decision based on the discretion of the Administration.

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

A student who fails to obtain a passing grade of 60% in a given subject will need to repeat the subject.

2.0 ATTENDANCE

2.1 MORNING ARRIVAL

A bell will ring at 8:10 am and students may enter their homeroom. For Grades 2-12 the 8:15 bell indicates the beginning of class. Students arriving after 8:15 will be considered late. For JK-Grade 1 classes begin at 8:30.

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. Parents are asked to accompany JK/K students to their classroom. Please do not leave your child at the classroom if a staff member is not present.

2.3 LUNCH HOUR

Since students will be remaining at the school throughout the day, lunch should be sent with the students. Elementary students will eat lunch in their classrooms and middle/ high school grades will eat in the cafeteria. The assistance of parents for lunchtime supervision is appreciated. It gives the teachers a much-needed break. Students are not allowed in the kitchen. Students need to bring their own eating utensils. Microwave ovens are available for reheating purposes only (less than a minute). Students should not bring microwave meals that require several minutes to heat.

One to two teachers per day will be assigned either elementary or junior/senior high lunch supervision.

If parents are dropping off lunch for students, please leave it in the school office with the student's name on it.

Junior and Senior High students may leave school grounds at lunch time if parents have given permission on the form which is part of the application process.

2.4 AFTERNOON DISMISSAL

School is dismissed at 12:00 noon for Jr. Kindergarten, at 2:00 pm for Kindergarten to Grade 2 and at 3:00 pm for Grades 3-12. Supervision of students is provided until 3:15 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.

2.5 K-2 After-School Program

An after school program is available for students Grade K-2 between 2:00 and 3:00 pm for students in Grades K-2 for a fee. Parents may sign up for the year at the annual fee, which can be paid monthly through their account, or on an occasional basis at a daily rate. A parent must notify the office first thing in the morning if they plan to have their child stay for the program after school and their account will be charged accordingly. If a child is not picked up at the regular dismissal time, s/he will be escorted to the after school program and the parent will be charged the daily rate accordingly.

2.6 EARLY DEPARTURE

Students who need to be dismissed before the end of the school day must present an excuse from the parents in the morning. The parent may communicate on one of the following ways: (a) present a written and signed excuse to the homeroom teacher in the morning; (b) call the school office (433-4005) at 8:00 am; or (c) email the school office (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. It is very disruptive to a classroom to have someone show up at the door unexpectedly and ask to take the student at once. Parents are asked to avoid this.

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.
- (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 ATTENDANCE AND TARDINESS

As long as 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. 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 three absences in a given quarter, parents will be contacted and possibly asked to meet with the Administrator. 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.

Parents are also encouraged to pick up missed homework for their child. Students absent for four hours or more in a given school day will be counted absent for the whole day.

Excused absences: Communication from the parent is required for all absences; absences that are considered by the school as excused are: medical appointments, sickness, a death in the immediate family, attendance at a school-sanctioned extra-curricular event, or unsafe weather conditions. c

Tardiness: Students are expected to be on time in the morning and for each class throughout the day. Tardiness may be excused under any of the conditions listed above for absence, or with special permission from a staff member.

Attendance and punctuality are positive values that are recognized and promoted at SCS. Especially at the high school level, we desire to see these characteristics develop. As such, an attendance component of 5% will be built into the grade for each quarter for each class that a student is part of. Any unexcused absence will result in a penalty of 1% of the 5%. Three unexcused tardies is equivalent to one unexcused absence. When students are late without excuse to homeroom in the morning, a penalty of 0.05 percent per tardy will apply to their overall cumulative grade for that quarter (up to three tardies per quarter will be exempt from penalty; maximum of 5% penalty for tardiness).

2.9 FAMILY VACATION DURING SCHOOL YEAR

With few exceptions, family vacations during the school year are discouraged. The average student suffers academically when away, unless special tutoring is provided. If it is necessary to take students out of school for a vacation, the procedures below should be followed:

1. Notify the teacher(s) involved at least two weeks in advance of their last day in school. Give the dates of the planned absence.
2. It is the parents' responsibility to ensure their child(ren) are caught up on missing work upon their return to school.

2.10 TARDINESS

(a) Late to School

Since habitual lateness is a poor character trait, SCS wishes to assist in training children to develop the habit of punctuality.

JK- Grade 1: Class begins at 8:30 am.

Grades 2- 6

Parents are asked to ensure that their child arrives on time for school, that is, early enough to allow the child to be ready for school and in his/her seat by 8:15. If a child must be late, the parent is to send the teacher a written excuse. Parents of children who are frequently late will be contacted and eventually will be asked to meet with the Administrator. All "lates" will be recorded on the child's report card and permanent record.

Grades 7-12

The first bell rings at 8:10 am. The late bell rings at 8:15 am. All students not in the classroom at 8:15 are late. For older students, Grade 7 and above – habitual lateness will result in a consultation with the Principal. If a child illustrates lateness is a result of the parent, the parent will be asked to come in and meet with the Principal.

(b) Excused Late (Morning) Grades 7-12

An excused late will be granted if the child presents a note from home stating the reason, for example: illness, early morning appointment, etc. An excused late will not be given for such reasons as failure to leave home on time, sleeping in, etc., as students must allow themselves sufficient time for proper arrival.

(c) **Late for Class (Other than morning) Grades 7-12**

Students may be docked points because of unexcused tardiness to class. To avoid tardiness, students should move directly from one class to the next. Students should not leave the school building between classes.

2.11 ATTENDANCE AT SCHOOL FUNCTIONS

There are very few all-school functions for students to attend in the evenings. If a student must be absent from such functions, the absence must be cleared in advance with the Principal. Student attendance is required at the following events:

Christmas program
Spring Drama production
Graduation and Awards Ceremony

Parents are expected to attend any parent-teacher conferences requested by the teacher. These are mutually arranged in advance. In addition, parents may request an interview with the child's teacher at any time during the school year. Parent-Teacher Fellowships are scheduled during the year. Parents are strongly encouraged to attend these functions.

Parents and students are expected to attend the annual Christian School Education Sunday held each spring at Sussex Wesleyan Church. The church provides the facilities to Sussex Christian School at no charge (thus providing for reasonable tuition rates). The annual Awareness service is an opportunity for SCS families to express their appreciation to the congregation at Sussex Wesleyan Church for this tremendous contribution to the school. Please consult your school calendar for the specific date of this event.

2.12 LEAVING THE PROPERTY

No elementary student is to leave the property during school hours. For safety reasons, a student may not leave the property after they have been dropped off in the morning, even if it is before 8:15 am. After school, he/she is not to leave school property until his/her ride arrives unless he/she has a note from a parent or guardian. If the student customarily walks and his/her teacher is aware of this, he/she is permitted to leave the school grounds upon dismissal.

Middle and High School students may leave the property during lunch if their parents have signed the associated permission slip in the application packet. If a student is habitually late following the lunch hour, permission to leave the school during lunch hour may be revoked. Middle / High students are not permitted to drive off the grounds unless specific permission has been granted in their application forms. Middle / High students may leave the property without permission after school.

2.13 WITHDRAWAL FROM SCHOOL

If, for any reason, parents find that they must withdraw a student during the school year, they are asked to use the following procedure:

1. An interview should be scheduled with the Principal to discuss the reasons for withdrawal.
2. Library books and all other school materials must be turned in to the school office.
3. A partial refund of fees will be given for withdrawals before the last day of April. Registration, Student and Family fees will be required in full. Tuition will be charged in full for the quarter in which the student withdraws. The Administration will discuss the refund schedule at the time of the interview.

2.14 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.

2.15 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.

2.16 CHAPEL

Chapel Day is Wednesday. Attendance and punctuality are expected as with all other classes. Chapel is divided into three groups: JK-1, 2-6 and 7-12. There will be several combined special chapels throughout the year. Students are encouraged to “dress up” for special chapels. (See 3.2 below.) Regular school attire is acceptable at all other times.

3.0 Dress Code

3.1 JUNIOR KINDERGARTEN

Students' clothing should be neat, clean and in good repair. Shoes or sneakers for the classroom. Sneakers (not skateboard shoes) for Phys. Ed. must be worn at all times, be **in good repair** and **never** worn outside. No slippers.

3.2 KINDERGARTEN to GRADE 6

DRESS CODE -- BOYS	DRESS CODE – GIRLS
<p>FOOTWEAR Shoes or sneakers for the classroom. Sneakers (not skateboard shoes) for Phys. Ed. must be worn at all times, be in good repair and never worn outside. No slippers.</p> <p>PANTS Dress, casual pants or jeans. Must be properly fitting* and in good repair.</p> <p>SHIRTS Properly fitting. Modest length. No offensive* slogans or pictures. No tank tops/ sleeveless tops.</p> <p>HATS of any kind are not permitted in the hallway or classes.</p> <p>CHAPEL DRESS- “Special Chapels” Students are encouraged to “dress up” for the special chapels throughout the year. No jeans or t-shirts, sweat pants or athletic pants. Regular school attire is permitted for all other chapels.</p>	<p>FOOTWEAR Shoes or sneakers for the classroom. Sneakers (not skateboard shoes) for Phys. Ed. must be worn at all times, be in good repair and never worn outside. No slippers.</p> <p>PANTS Dress pants, casual pants, or jeans. Must be properly fitting and in good repair. Spandex, footless tights, or leggings may only be worn under skirts/ dresses (see specifications below), but not as pants.</p> <p>SHIRTS Properly fitting. Modest length. No offensive* slogans or pictures. No tank tops/sleeveless tops</p> <p>DRESSES / SKIRTS May be up to 1” above the knee. Modest neckline. No sundresses or spaghetti straps unless with a non- see-through blouse.</p> <p>CHAPEL DRESS- “Special Chapels” Students are encouraged to “dress up” for the special chapels throughout the year. No jeans or T-shirts, sweat pants or athletic pants. Regular school attire is permitted for all other chapels.</p>

(* At the discretion of the Administration.)

3.3 GRADES 7-12

Students will have a variety of apparel items available to them for order on-line through the school web-site. *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 navy, black, tan/beige, brown, burgandy, grey or white; dress pants, twill or casual pants. Black or white jeans are also acceptable. Solid colours only. Properly fitting at the waist. All clothing should be clean and in good repair.

Ladies may wear pants, capris or a skirt. Must be navy, black, tan/beige, white, grey, burgundy, or brown (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 1" above the knee.

Ladies and Gentlemen may wear walking shorts; navy, black, tan/ beige, white, grey or brown in colour. 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.

3.4 FOR ALL GRADES

(a) **GYM ATTIRE (Boys & Girls)**

Shorts (no shorter than mid-thigh), sweat pants, or athletic pants, T-shirts, or sweatshirts. No offensive cartoons or advertisements. Sneakers must not scuff gym floor. No skateboard shoes. Gym attire is required for sport team events. Students in Grade 5 and above will change for gym class.

(b) **SHORTS (Boys & Girls)**

In warm weather, shorts (2 inches above the knee or longer) may be worn. This does not include cut-offs, gym shorts, tights or tear-aways.

(c) **SANDALS (Boys & Girls)**

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

(d) **HATS**

No hats inside the school building.

(e) **JEWELRY and MAKE-UP**

Modest jewelry is accepted. For girls, modest make-up is also permitted.

(f) **TATTOOS and PIERCINGS**

Modest earrings are acceptable. No gauges, plugs or facial piercings. Students are not to acquire any new tattoos while enrolled at SCS.

3.5 DRESS AT ACTIVITIES

- (a) *Programs in the Auditorium* – the dress code is in effect for all programs in the auditorium unless otherwise specified by the administration.
- (b) *Athletic Events* – For all athletic events, jeans and sneakers may be worn by spectators. However, they must meet SCS standards of neatness and modesty. Dress for team members will be determined by the administration and coach(es).

3.6 HAIR STYLES

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

4.0 DISCIPLINE

4.1 CONDUCT GUIDELINES

(a) **Playground**

1. Students will play only in the designated playground areas.
2. Students may not bring electronic devices, hand-held games, toy guns, knives or such items to school.
3. Students may not play with such objects as sticks, stones or boards.
4. Making or throwing of snowballs is not permitted.
5. The playground equipment must be used in a proper and safe manner as directed by playground supervisor.
6. Play-fighting is not permitted.
7. No bike-riding or skateboarding on the playground/parking lot during school hours.

(b) **Building**

1. There will be no running or horseplay in the building.
2. Students must not enter other classrooms, janitor's room, or staff room, unless they have been sent by a teacher. Students should not be peering in classroom windows.
3. No hats in the building.

(c) **Restrooms**

Students are to use the restroom facilities in the proper manner without loud talking or horseplay of any sort. Washroom use is only permitted before and after school, during breaks and lunch except for emergencies, in which case a student must obtain permission from a teacher.

(d) **Lunch Procedure**

1. All students must eat in the cafeteria or other designated area except as excused by a teacher.
2. Pupils are allowed to talk quietly but boisterous, loud noises and horsing around are not permitted.
3. Students at each table are responsible to clean up food and trash around the table.
4. Students must remain in the lunch room until they are dismissed.
5. Students should be prompt when reporting to the cafeteria.

(e) **General**

1. For the sake of personal and school testimony, students are not to have or use regular playing cards or computer games, while under school jurisdiction.
2. Students should not bring any questionable reading material or recreational activities to school (e.g. that which promotes violence, the occult, or immoral conduct).

4.2 STUDENT DRIVERS

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 5.7. Unsafe driving habits on school grounds may result in driving privileges being revoked on the property.

4.3 GUM

Gum chewing is not permitted on school property, indoors or on the playground, or on school events.

4.4 TELEPHONE

Students needing to relay a message to parents may do so only through their homeroom teacher. The teacher or school secretary will place the call at their discretion.

4.5 COURTESY

Students are expected to behave in a courteous manner toward one another, staff, volunteers and visitors.

4.6 SOCIAL CONDUCT (Middle/ High School)

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 hand-holding 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.

4.7 CLASSROOM CONTROLS

(a) Grades 1 - 6

In the lower grades, discipline consists of the teacher requiring, in a firm but loving manner, students to adhere to the classroom rules. Discipline is enforced by such means as verbal correction, separation from other students, time out, loss of free time, parental conferences or detentions.

(b) Grades 7-12

The teacher will set the guidelines for the individual classroom behaviour within this framework:

1. Students do not speak without permission.
2. Students do not leave the room without permission.
3. Students show courtesy at all times by their speech, posture and conduct.
4. Disruptive behaviour is not permitted, e.g. unnecessary noises, note-passing, etc.
5. Eating or drinking during class is not permitted. (Water bottles are permitted.)
6. Students must participate in the activities of the class (taking notes, doing labs, group discussions, etc.)

The teacher will enforce these guidelines by such means as verbal correction, class discussions, lines, detentions, and parental conferences. Problem cases may be taken to the Principal for further action such as suspension or expulsion.

4.8 DETENTIONS

Detentions may be given on break time for minor infractions or after school for more serious matters. Except in the case of emergency, detentions must be served at the scheduled time, even if it is not "convenient." Detentions are by their very nature designed to be inconvenient in the hope that the student will not soon wish to receive another one.

4.9 SUSPENSION OR EXPULSION

SCS reserves the right to accept, reject, retain or expel any student at any time during the school year, for the well being of other students, teachers, or the school's reputation, as it sees fit without prior notice. Grounds for suspension or expulsion include, but is not limited to use, sale or purchase of illegal substances, any other criminal activity, inappropriate use of the internet, possession of any sort of a weapon at school (including a knife), physical, verbal or emotional abuse of school staff or students, sexual misconduct, malicious damage to property, truancy, use of alcohol or tobacco at school, drunkenness, theft, vandalism, repeated cursing or foul language. The school reserves the right to search a student's belongings, desk or locker without prior notice.

4.10 CHEATING

Deception is considered a serious offense. Therefore, cheating (i.e. plagiarism), sharing answers, copying homework, etc. will be addressed with the classroom teacher and school principal, which may result in detention, suspension or expulsion. This includes copying information on-line.

4.11 CORPORAL PUNISHMENT

It is the policy of this school not to use any form of corporal punishment to correct children, e.g. spanking, shaking, striking or pushing a child.

4.12 PARENTAL INPUT IN DISCIPLINE

Discipline for minor infractions is most often given without consultation with the parent. (e.g. a detention may be administered for being late to class without an excuse.) It is vital that parents fully back the school in the discipline, even if they do not fully agree. If the student senses that parents and school are at odds in matters of discipline, both parents and the school usually lose the respect of the student, and discipline at home and school becomes much more difficult. When the student senses a "united front," there are generally very few discipline problems with that student.

Parents are always welcome to call the school after 3:00 pm to inquire regarding details of specific discipline administered to their child. At times, teachers will seek parental input and assistance in working through a difficult area with a student, realizing that parents know the child better than they do.

In extreme situations, it may be necessary to call the parent and ask them to deal with a student regarding a specific situation before that child is allowed to return to school. The action taken should result in the assurance that the particular offence will be very unlikely to reoccur.

4.13 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.

4.14 CHAPELS AND ASSEMBLIES

Chapels, held on Wednesdays, and assemblies are a regularly scheduled part of SCS activities. They are designed to be inspirational and educational, and attendance is required. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, and booing are discourteous, as are sleeping, slouching down in seat, or putting feet up on seats.

4.15 LUNCH PROCEDURE

Elementary

1. Students will eat in their homerooms under their teacher's supervision.
2. Microwaves are available for reheating food. Parents are asked to not send microwave meals that require several minutes to cook.
3. Hot lunch meals and milk will be delivered to the classroom for the lunch meal.
4. Students will be dismissed as a class by the teacher at the designated time.
5. 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.

Middle/ High School

1. High school students are to be on the lower level only during the lunch period. They are asked to bring everything they need during the lunch period with them at that time. They will not be permitted to return to their lockers during the lunch time. Students may only return to the upper level with an explicit invitation by a teacher to do so.
2. 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.
3. 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.
4. Students may do homework in the cafeteria or in the "hot spot" during the lunch hour.
5. The gym is open at 12:10 pm for students, only when the supervising teacher is present.
6. A reminder that the K-1 class is in session on the first floor during the high school lunch period. Please show respect by keeping noise in the hallway to a minimum.

4.16 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 while at school or attending school functions.

5.0 HEALTH AND SAFETY

5.1 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.

5.2 STUDENT ILLNESS

Parents are asked not to send their child to school if he/she has a temperature, a cough, cold, flu or other contagious condition. Illnesses spread quickly in the school environment – even to the teachers and volunteers. The student will not miss too much work in a day or two off school and the rest will speed recovery and prevent infection of others. The parent should call in the morning to inform the school of a student's absence.

5.3 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.

5.4 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.

5.5 STUDENT DRIVERS

Students may not ride with other students unless signed permission is given by the parents. (This only applies to high school students leaving the grounds at lunch time. All other cases of students driving students are prohibited.) It is the responsibility of the student to carry out the wishes of the parents.

Students are not permitted to drive for school field trips.

5.6 STUDENT CONDUCT

In order that Christian young people might clearly understand that certain conduct will bring reproach upon the name of Christ, we will endeavour to list some of the actions that we believe the word of God condemns in principle:

Disrespect	Fighting	Complaining	Dissentiousness
Vulgarity	Gambling	Envious Rivalry	Hatred
Cheating	Offensive Slang	Profanity	Unkindness
Lying	Gossiping	Sexual misconduct	

It is expected that students will use self-discipline to prevent any of these actions from becoming a habit.

For an atmosphere conducive to learning, student conduct must be orderly and courteous, among themselves as well as toward those to whom they are subject. This is a scriptural principle. It is expected that parents will cooperate with the school to this end.

General Elementary Conduct Rules

1. Classes are to be orderly when lining up in hallways. The amount of talking will be tailored to the maturity of the group, ranging from none in the early grades to self-disciplined conversation in higher grades. Teachers will decide the appropriate times for socialization and will instruct their classes accordingly.
2. Students should be respectful of others' rights and property. Students should not enter another student's desk or handle his/her personal belongings.
3. Students should also respect and take care of school property.
4. Students should at all times respect the authority of all teachers and school personnel.
5. 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.
6. Gum chewing is NOT permitted on school grounds or in the school building (Jr K - Gr 6). Candy and other food items are not to be eaten in class.
7. Students who bring electronic devices on school grounds or buildings must turn them in to their homeroom teacher at the beginning of the day.
8. Cellular phones are not permitted in school. Students who must have them for legitimate reasons must leave them in the school office.
9. School physical education equipment is in the building during PE activities and during teacher-directed games. Students may bring their own basketball, soccer or tennis balls.
10. Students need to listen when others are speaking in the classroom. They should raise a hand to get permission to speak.
11. When returning to the building from play, students should remain outside and wait for the teacher to lead them into the building quietly.
12. Students will be instructed to use playground equipment safely. They are not to stand on swings or see-saws, to play on top of parallel bars, or to wrestle or roll on the ground.
13. Body contact in games is permissible only during supervised play. Otherwise, students are not to engage in aggressive play.

General Middle/ High School Conduct Rules

1. 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.
2. 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.
3. Students should respect the authority of all teachers and school personnel at all times.
4. Students may not leave any class without the permission of the teacher, or leave the school property without a legal excuse or permission from the Principal.
5. 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.
6. Students who bring electronic devices to school must turn them in to their homeroom teacher at the beginning of the day. Laptop computers are not permitted to be brought to school for students up to Grade 10. For Grades 11-12, computers or tablets are required to be brought to school each day, however, is only open or on when the teacher directs. It is recommended that the student use a protective sleeve for lap-tops. Book bags are not to be carried from class to class. Technology is not to be used in the building during the lunch hour.
7. Cellular phones are not permitted in school. Students are allowed to use the office phone. Students may come to the school office to use their own cell phone for legitimate reasons. Devices are to be turned off once homeroom begins and turned into the homeroom teacher, who will store in the school office. The student may pick devices up from the school office at 3:00 pm, and turn on once the student leaves the building. They may be picked up if leaving the grounds at lunch time.
8. Boys and girls are not to hold hands or show physical affection, but should display appropriate behaviour in school. Pairing off of male and female students will not be permitted. Mixed groups must consist of at least three people.
9. Use of tobacco, alcohol and/or narcotics at school or outside of school, is not permitted. Violation of this will result in suspension or expulsion.
10. Social dancing is not sponsored by the school or allowed at any social functions which are school related.
11. Students must WALK in the halls, at all times, avoiding excessive loud talking, rowdiness, or any inappropriate behaviours.
12. Students should display responsible behaviour in the use of the restroom and all other rooms. Failure to do so will result in the loss of these privileges.
13. Students need to listen when others are speaking in the classroom. They should raise their hand to get permission to speak.
14. When students are in class, they are expected to display appropriate behaviour for the learning activity taking place in the classroom.

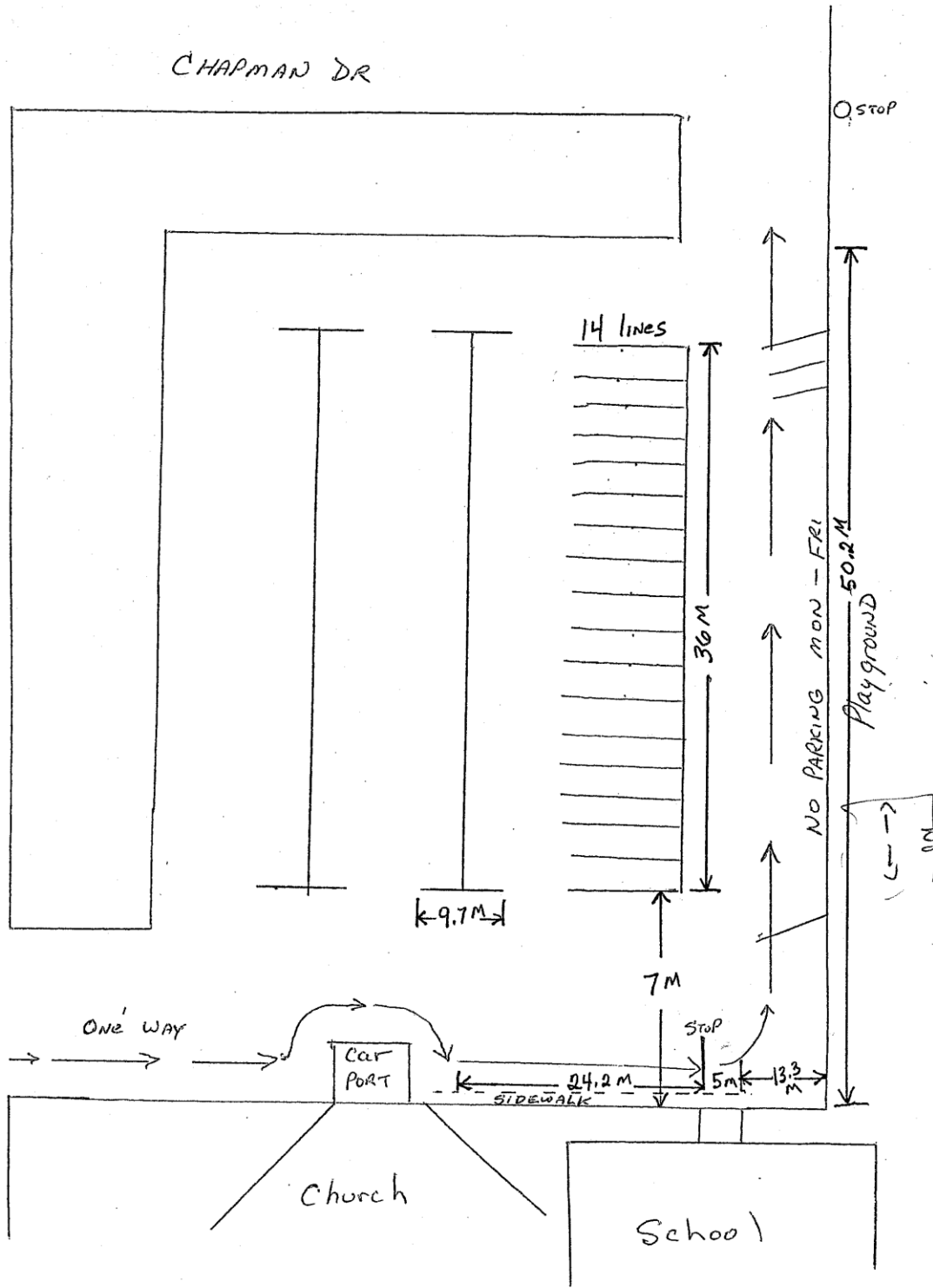
15. Face card playing is not permitted in school or at school related activities.
16. Students are not to use profanity or coarse, vulgar expressions. Students are encouraged to communicate with words that build up and minister grace to those who hear (Eph. 4:29).
17. "Pick-up" games will be permitted at lunch time provided there are no signs of aggression among the participants. The privilege may be revoked at the discretion of the Administration.
18. 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.

5.7 PARKING LOT SAFETY PROCEDURE

The following procedure has been adopted for student drop-off and pick-up: (Please refer to diagram on next page)

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 yellow and 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 Junior Kindergarten or Kindergarten student, these students MUST be accompanied to the classroom door. Please park your car in the parking lot. The first (single row) of parking is designated for your convenience. 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 Junior Kindergarten and Kindergarten (as in 3b above), you drop your child off at the sidewalk as in 3a above and then proceed to a parking space. If you choose not to drop your child in the drop-off lane, for children up to and including Grade Six, **THE CHILD MUST BE ACCOMPANIED TO THE DOOR OF THE SCHOOL BY AN ADULT.**
6. At the end of the day, efforts are being made to have students at the school entrance ready to be picked up. (With the exception of JK parents who are asked to park and come to the classroom to pick up their children.) Please pick up students in the lane in front of the school. If you do not readily see your student, or if you must enter the building, please park in the parking lot. Parents of students up to Grade 6 will be asked to enter the building and accompany their children to their vehicle parked in the parking lot.
7. PLEASE DO NOT PARK IN THE LANE IN FRONT OF THE SCHOOL at any time.
8. At all times, please be watchful for students in the schoolyard. They can sometimes appear from nowhere!
9. When staff are entering the parking lot, they should file in, from rear to front, of the double row of parking (perpendicular to the flag pole). There should be six to eight parking spaces left near the front for visitors to the school and church.

ST. GEORGE Street



5.8 DAY-END DISMISSAL

1. For all students in **Grades K to 2**: Students are dismissed at 2:00 pm. Students are escorted outside by a teacher where parents will pick them up in the queue at the front entrance. If the parent is late for the 2:00 pm dismissal, then the child will be enrolled in the after school program for that day and the parent will be charged for that service. Parents are asked to come to that location to pick up their child when they arrive.
2. At the time of the 2:00 pm dismissal, students in Grades 3 to 6 are having their afternoon recess. When weather permits, students are outside for this recess. Please note: this recess time is for students in **Grades 3 to 6 only**. For safety reasons, the supervising teacher can only be responsible for students in Grades 3 to 6 during this afternoon recess. Younger students should **not** be on the playground during this time.
3. Students in Grades 3 to 12 are dismissed at 3:00 pm and should be picked up at that time, unless they are involved in a school-sponsored after-school event or program. Staff members are assigned to after school supervision from 3:00 to 3:15 pm. 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 one of the following places: the bench located just inside the school entrance doors, the deck/bench outside the school entrance, or the paved entrance into the school. 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.)
4. 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. For **students up to Grade 6**, if you must park, please come to the school entrance to accompany your child to the vehicle. Children should not be crossing the parking lot unaccompanied by an adult.
5. 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.

6.0 FINANCIAL MATTERS

6.1 FEES

The current fee schedule is available from 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 fee.
- (b) **Supplies** – Students are expected to provide their own supplies (e.g. pencils, looseleaf, etc.). A supply list is available from the school office.
- (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.

6.2 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.

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 school treasurer 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.

6.3 DONATIONS

It is suggested that each parent give an annual gift to the school as the Lord has prospered them for the purchase of equipment not able to be purchased from the regular budget. 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 Administrator to assure proper tax credit is received. Services are not tax deductible.

7.0 GENERAL

7.1 SPIRITUAL TRAINING

Daily Bible teaching is conducted by the classroom teachers. In weekly chapel sessions, held on Wednesdays, students are challenged through messages by special speakers and school staff. No student may be excused from chapel or Bible classes. Parents are most welcome to attend.

Special chapels are usually held at Thanksgiving, Christmas and Easter. (A Remembrance Day assembly is also held.)

7.2 LITERATURE OR HANDBILLS

No pamphlets, posters or literature of any kind is to be distributed promoting any church or organization without prior approval of the Principal. This applies to staff, parents, volunteers and students alike.

Information cannot be posted on the bulletin board without approval from the Administration.

7.3 VOLUNTEER SERVICES

Parents who wish to donate time to the school for a specific purpose are most welcome to do so, provided there is a need in that area. 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.

Within the volunteer contract it is understood that for those who would assist in a modeling capacity to students, there must be evidence of at least two years of clear Christian testimony in the community.

7.4 VISITS TO CLASS

Parents are welcome to visit their child's class. Appointments for such visits should be made with the teacher to prevent disruption of the class.

Parents are asked not to come to their child's classroom for a quick conversation with the teacher during school hours. Unannounced visits rob the teacher of valuable teaching time. If there is a need to confer with a teacher, please call the teacher after 3:00 pm for an appointment. If parents call during school hours, the secretary will take a message and have the teacher return the call after school. This policy is intended to assist the teacher by minimizing disruptions in the classroom.

7.5 STUDENT VISITORS

If students wish to bring a visitor to class, they must check with the administration at least one day prior to his/her visit. The student making this request should take the responsibility of acquainting the visitor with our standards of dress and conduct.

