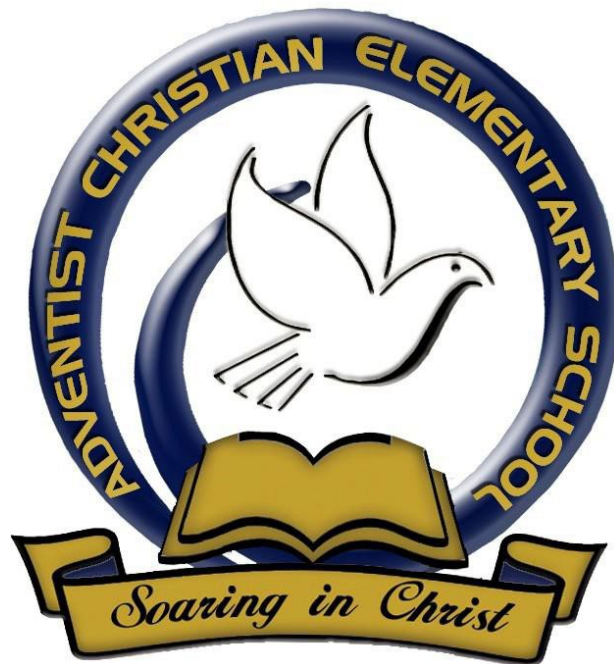


ADVENTIST CHRISTIAN  
ELEMENTARY SCHOOL



A.C.E.S of London  
Parent Handbook

**805 Shelborne Street  
London, ON**

[www.aceslondon.ca](http://www.aceslondon.ca)



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# Introduction

Adventist Christian Elementary School, also known as A.C.E.S., is owned and operated by the Seventh-day Adventist Church of Ontario. It is a part of the worldwide Seventh-day Adventist educational system, second-largest Christian school system in the world, operating 7,598 educational institutions in over 100 countries with over 1.5 million students. worldwide, which includes 92 colleges and universities.

Within this system, A.C.E.S. teaches Biblical principles of Christianity within the context of the local provincial educational program, fostering a relational approach. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. An education of this nature has a lasting impact and helps with the balanced development of the whole child which focuses on the physical, mental, spiritual, and social. At Adventist Christian Elementary School, we prepare your child for life here on earth and for eternity.

The North American Division Office of Education provides this statement on Adventist education philosophy based on teachings from the Bible and Spirit of Prophecy:

“The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies to prepare learners to be good citizens in this world and for eternity.”<sup>1</sup>

This handbook provides detailed information on the policies and procedures of the school as well as expectations for parents and students in this community. It is the responsibility of every parent to read and know the contents of this handbook. If you have difficulty understanding any portion of the school policies, please consult with the staff for clarification.

## Vision Statement

*To provide affordable and accessible education to the broader community while working in cooperation with other educational facilities.*

## Mission Statement

*Adventist Christian Elementary School's mission is to  
SHOW children Jesus,  
NURTURE their love for Him and others,  
TEACH them to think and  
EMPOWER them to serve.*

Motto: Soaring in Christ

## Constituent Churches

**Adventist Christian Elementary School serves its community through the support of two constituent churches and two companies:**

- **London Seventh-day Adventist Church**
- **North London Seventh-day Adventist Church**
- **Living Truth Seventh-day Adventist Company**
- **London Spanish Adventist Company**



# Our Objectives & Core Curriculum Goals

## Intellectual

Students will:

- Demonstrate an awareness of themselves as a person of worth, with a recognition of individual gifts, strengths and weaknesses.
- Demonstrate the ability to read, write, listen, and speak with clarity and confidence.
- Be able to think creatively and apply knowledge to the solution of everyday problems.
- Demonstrate the ability to think independently and to make personal decisions.

## Spiritual

Students will:

- Exhibit knowledge of the Bible and be able to apply its teachings to daily living.
- Develop an understanding of the use of prayer as a means of direct communication with God.
- Manifest an acceptance of Christian principles as evidenced by their interaction with other people.

## Social

Students will:

- Develop an understanding that all people are children of God regardless of race, creed, or religious affiliation as manifested through their relationships with others.
- Develop an understanding of social values such as courtesy, consideration of others, cooperative group interactions, self-control and respect for authority.
- Develop skills that will enable them to participate and take leadership roles in church and community programs.
- Be able to participate in social activities that uphold Christian values and manifest the respect for the dignity of manhood and womanhood.

## Physical

Students will:

- Demonstrate awareness that the body is the temple of the Holy Spirit, and will foster the practice of healthful principles of living.
- Exhibit an understanding of the close relationship between spiritual, mental, and physical development.
- Participate in a physical education and recreational program that will develop good physical and mental health.

## Core Curriculum Goals

Students will:

- choose to accept God as the Creator and the Redeemer.
- grow in their knowledge and understanding of God's creation.
- creatively apply their spiritual, physical, intellectual, and social-emotional knowledge.
- demonstrate their commitment to the Creator through service to others.

# Admission Information

ACES is a private, religiously oriented school and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities. We welcome any student who wishes to flourish in this environment to develop a Christian character, and who can support the philosophy and policies established by the school.

Parents seeking admission for their children at ACES must be in agreement with the standards and policies of the school. Parents/guardians pledge to assist in every way possible to uphold the school, staff and the education program.

## Admission Criteria

Admission criteria for new students will consist of the following:

- completion of all ACES admission forms including
  - Student registration
  - Health and medical information
  - Consent forms
  - Technology use
  - Financial contract
  - Signed acknowledgement and support of ACES policies
- verification of status in Canada (copy of birth certificate or citizenship papers);
- photocopy of health card and immunization records.
- placement evaluation and assessment
- classroom availability
- parental attendance at an orientation session
- review of the Admissions committee
- financial clearance determined by the school Finance Committee

All new students are welcome to apply any time and are accepted on probationary basis and will have their academic performance and/or behaviour reviewed at the end of each term at which time they will be given regular status. If not, they will be asked to withdraw. In addition, acceptance is based on the approval of the student's OSR (Ontario Student Record) file. The school has the right to request withdrawal at any time.

### Minimum age requirements

Students entering school for the first time must have proof of age and status in Canada.

A child must be:

- four (4) years of age by December 31 of the current school year to be accepted into junior kindergarten.
- five (5) years of age by December 31 of the current school year to be accepted into senior kindergarten.
- six (6) years of age by December 31 of the current school year to be accepted in the first grade.

## Re-Admission

All students must re-register each year in August. It is a school board policy that no student be enrolled unless his/her previous account is paid in full or prior arrangements are made with the school board. Secondly, behavioural/scholastic approval must be given by the teacher. We believe that all children will benefit from our program. However, we may not be able to adequately serve children with special learning needs at this time.

Re-admittance is based on the following:

- Completion of re-registration forms and payment of the non-refundable reregistration fee.
- Behavioural/scholastic approval by the Admissions Committee.
- Review and approval of the student's general attitude, and academic and behaviour performance.

The performance and/or behaviour of students who have been placed on probation will be reviewed at the end of each term. Students who fail to comply with school rules and maintain academic standards may be asked to withdraw and may not be considered for re-acceptance for the following term. In addition, the school reserves the right to refuse admittance at any time.

**Please note:** priority placement will be given for returning students and their family members.

# 2024 – 2025 Registration and Tuition Fees

## Application Fee

A one-time application fee of \$100 is payable upon registration.

## Registration Fee

An registration fee of \$175 is applicable for the purchase of insurance, schoolbooks and supplies is to be paid at the time of registration in August. Early registrants submitting an application for early intent to enroll/return, by the July 20<sup>th</sup> deadline, are eligible to receive a \$50 discount.

## Monthly Payments

Payment of school fees can be made in three ways:

### **ONLINE**

Debit and credit card payments are accepted through Adventist School Pay, which can be accessed at [www.aceslondon.ca](http://www.aceslondon.ca) or through interac etransfers sent to [treasurer@aceslondon.ca](mailto:treasurer@aceslondon.ca).

### **IN PERSON**

Cash or cheques can be deposited in the mail slot or given directly to the principal

### **BY MAIL**

Mail payments to:  
Adventist Christian Elementary School  
805 Shelborne Street  
London,  
Ontario N5Z  
5C6

A receipt will be provided for all payments.

## Statements

Electronic copies of financial statements are automatically sent to the email address provided at the time of registration as well as a printed invoice sent home with your child(ren). Parents are responsible for keeping an updated email address on file throughout the course of the school year and checking with your child for a copy of the most recent tuition invoice and/or receipt.

Questions regarding monthly financial statements should be directed to the School Treasurer at [treasurer@aceslondon.ca](mailto:treasurer@aceslondon.ca).

## Tuition Fee **\*\*5% rebate for payment in full at the first of the year.\*\***

The monthly tuition fee should be paid the first day of each month with the exception of the first month's tuition which is due at the time of registration. Additional payments will be charged throughout the remainder of the year according to the financial contract completed.

<b>Constituent Member Annual Fee:</b>	Grade 1-8	Kindergarten
One Child	\$3880.00	\$4135.00
<b>Non-Constituent Annual Fee:</b>	Grade 1-8	Kindergarten
One Child	\$4380.00	\$4635.00

## Late Payment Fee

Late fee of 2% will be charged on the 16th of each month for the outstanding balance.

## Financial information

It is the desire of the ACES Board and the constituent churches to keep student costs as low as possible and yet operate the educational program on a secure financial base. The school is subsidized by the Ontario Conference of Seventh-day Adventist Church and by individual churches of the local constituency. Tuition fees account for only a part of the expenses incurred in the daily operation of the school.

There are two different categories of tuition fees – constituent and non-constituent/other. Constituent refers to those who are members of one of our three Constituent Churches and company that physically and financially support ACES. Non-constituent refers to those who are members of Seventh-day Adventist churches that are not members of the constituency. Others are those of other religious organizations.

Payments are due on the first day of each month. Cheques and money orders should be made payable to Adventist Christian Elementary School. An NSF charge will be charged on all NSF cheques. Other payment options are credit and debit payments (in office), e-transfer, and online payments at AdventistSchoolPay. If you wish to have your tuition automatically charged each month on your credit card, please fill out the Credit Card Pre-authorization Form found in the registration package or the office.

If an account is consistently overdue, the student(s) may be asked to withdraw from school. Tuition rates are set each year by the School Board. Current rates are available from the school office, online at our website, or on this document. Students with regular admission who enter late or who are absent due to illness but make up work, will receive full credit and will be charged full tuition. Students who transfer from another school will be charged from the day of enrolment, while those who withdraw prior to May 1 will be charged up to the last attendance date. Withdrawals after May 1 will not receive any refunds. No rebates will be granted for truancy or vacations.

# Scholarships, Bursaries and Financial Aid

## **The Ferreira Worthy Student Award**

Value: \$100 per annum

Available: 1

Contact: n/a

Summary: This scholarship is awarded each June to a returning student demonstrates financial need. The recipient nominated by school staff will demonstrate Christian citizenship and service to others.

## **Student Benefit Fund**

Value: Variable

Available: Variable

Contact: Pastor Dario Ferreira (647) 533-1595

Pastor Richard Jackson

Summary: Recipients are eligible through ongoing membership at a constituent church, whose fundraising efforts will be divided equally amongst its students.

## **School Cleaning Bursary Fund**

Contact: Teresa Ferreira 519- 680-1965

Summary: The church has a cleaning program available to parents to offset tuition expenses.

## Financial Aid

Financial aid is awarded based on demonstrated financial need and are confidential. All applicants must meet the school's terms for admission or re-registration to be considered for financial aid. The amount of financial assistance awarded is applied as a reduction of tuition fees.

- To be considered, please complete the Financial Assistance application form available on [www.aceslondon.ca](http://www.aceslondon.ca).
- For earliest consideration, applications should be submitted no later than September 30.
- Financial assistance is granted on an annual basis; therefore, an application must be submitted each year.

## Delinquent Accounts

- Accounts in arrears will receive a notice from the office, if not paid by the 12<sup>th</sup>; however, failure to pay by the 20<sup>th</sup>, or without alternative payment arrangements through the Treasurer, are subject to administrative withdrawal. Students will be readmitted once the account balance(s) are cleared.
- Parents of students who intend to transfer or graduate from ACES remain financially obligated to fulfil all outstanding payments and return the student account(s) to a zero balance. This not only serves as an acknowledgement to the educational services



received, but also benefits the other students at the school who are continuing in the program.

# Attendance & School Hours

## Attendance

- School is in session from 8:30 a.m. to 4:15 p.m. Monday through Thursday.
- Regular and punctual school attendance is essential for good scholarship and is required by Ontario education laws.
- Absences due to illness of the student, death in the family, severe weather conditions, medical/dental appointments, and emergency-related problems will be excused.
- Daily attendance, including absence, tardiness, and early dismissal, is recorded in school registers by the teachers. These legal documents are required by the Province of Ontario and the Ontario Conference of the Seventh-day Adventist Church. Students are required to attend school regularly.
- If a student is to be absent or tardy, a parent/guardian must communicate with the school office and classroom teacher by 8:45 AM. A written note signed by the parent/guardian, giving the dates and the reason for the absence must be presented to the teacher in charge upon a student's return to class. Students must remain on school premises during school hours except for planned field trips. Students will not be excused from class without written parental consent.
- Students arriving after 9:00 AM are considered late;
- Students who are late to school for any reason other than inclement weather, an unavoidable medical or dental appointment, or a school outing, will be marked as an unexcused late;
- If a student is frequently late (seven times per term) or absent from class, the student's teacher will contact the parent(s), guardian, or caregiver to find out the reason and to reach a solution. In extreme cases, the student may be required to withdraw from the school.
- Parents have an important obligation to support the school's regulations fully and are asked not to give permission for absences to enable a student to complete school assignments or catch up on late work.
- Students are held accountable for regular attendance, promptness, and handing in work on time. Parents are asked to send an e-mail in advance of an absence and to indicate the reason to the principal and the child's teacher. Students who have daytime appointments are required to present a note to the teacher explaining the reason for their leaving or a parent or guardian can email or phone the school to leave a message for the teacher and principal. For a medical absence of four days or longer, a note from a doctor is required.
- Parents, guardians, and caregivers are expected to adjust their transportation schedule to weather conditions so that they arrive at school on time. In winter, reasonable allowance is made by our staff for inclement weather or road conditions.
- Students must remain on school premises during school hours. Students will not be excused from class without written parental consent.
- Excessive absences or tardiness may result in communication between the teacher, principal, and the parent/guardian. The school discourages absences for family trips or non-school vacations. However, if a student must be absent for a reason that is not emergency-related, advance notice must be given. This will enable the teacher to provide assignments beforehand and will allow the student the advantage of remaining current with the class. The student is expected to be prepared to write scheduled tests upon his/her return. It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.

## School Hours

- Students will be admitted into the school beginning at 8:15 am Monday to Thursday.
- School dismissal is at 4:15 pm Monday to Thursday. Students will not be released until a parent or guardian is present to take them home.
- Please fill out a transportation form for parents transporting other children at the office if this applies to you.
- All students are expected to be off school property from Monday to Thursday by **4:35 p.m. the latest.**
- There are currently no before or after school programs at our school location. If you need to pick up your child(ren) later, please make arrangements with their teacher at least 2 days before. You can always call or text if you are running late or stuck in traffic but **please respect our teacher's time, as they may have appointments or family obligations right after school.** This is available in an emergency or pre-arranged time only.
- If this is a frequent occurrence that is not excusable, there will be a charge to the parents/guardians after three inexcusable occurrences.
- These times are subject to change throughout the school year, if needed.

## School Visits & Pick-up and Drop-off Times

Parents and visitors to the school are asked to **sign in upon entry and wear a name tag** that identifies you as a visitor to the school, prior to heading to a classroom. When you enter the school, please use the main door, as other doors will be locked. Please call the school phone line and staff will open the door for you.

If you are coming to pick up your child, please wait at the main entrance. Staff will notify your child in his/her classroom. These measures are necessary to help keep all students safe and to eliminate the possibility of strangers gaining access to the school.

At the end of the day, parents and guardians picking up students are asked to wait just outside the front door until their child is signed out by the attendant at the door.

## Immunization and School Attendance

Ontario legislation states that any child attending an education facility must be vaccinated or excepted from immunization. Parents are required to provide the school with immunization updates as required by the Ministry.

Please visit [Ontario.ca](http://Ontario.ca) and view the Immunization School Checklist to keep track of your child's vaccines, and the Ontario Immunization Schedule to know the frequency. Children and adolescents attending primary or secondary school in Ontario must have proof of immunization against the following diseases:

- Diphtheria

- Tetanus
- Polio
- Measles
- Mumps
- Rubella
- Meningococcal Disease
- Pertussis (whooping cough)
- Varicella (chickenpox)

Exemptions:

Under the Immunization of School Pupils Act, your child can be exempted from immunization for medical reasons or due to conscience or religious belief.

For medical reasons:

You must fill out a Statement of Medical Exemption form that has been signed by a physician or nurse practitioner and submit it to your local public health unit. It will indicate the reason for the exemption, such as:

- Your child has a medical condition that prevents them from receiving the vaccine
- There is evidence of your child's immunity to the disease, making further immunization unnecessary

For conscience or religious reasons:

You'll need to:

1. Go to your local public health unit to complete an education session that covers:
  - Basic information about immunization
  - Vaccine safety
  - Immunization and community health
  - Immunization law in Ontario
  - At the end of the session, you'll receive a Vaccine Education Certificate signed and dated by your public health unit.
2. Complete a Statement of Conscience or Religious Belief form and get it signed by a commissioner for taking affidavits in Ontario.
3. Make copies of your certificate and your signed Statement of Conscience or Religious Belief form and submit the originals to your local public health unit (they will tell you how). It is important that you keep your copy because the ministry and local public health units do not keep records of your exemption documents.

**Thank you for your cooperation with these important safety procedures!**

# Academic Policies

## Curriculum and Instruction

Adventist Christian Elementary School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the North American Division of Seventh-day Adventists.

Junior/Senior Kindergarten is an extension of the Christian home, providing opportunities for children to strengthen habits such as reverence, respect, obedience, self-control, responsibility, and skills in motor development. The aim is towards development and competence in letter and number recognition, writing, and sequencing

The school provides instruction covering the following areas in Grade 1-8:

- Christian Growth: Bible (Encounter Program) & Outreach
- Core: Reading, Mathematics, Science and Technology, Social Studies, History & Geography, Language Arts
- Physical Education/Health Education
- Fine Arts: Visual Arts. Drama and Music
- Extracurricular: French (Grade 2-8)

# Academic Excellence

Each student is expected to maintain good work habits and pursue scholastic achievement to the best of their ability through the following:

Expected Behaviour	Reasons for Expected Behaviour
<ul style="list-style-type: none"> <li>• Completing all homework and assignments on time and with care and making up missed work.</li> <li>• Coming to class prepared and ready to participate (with the necessary supplies) actively and positively in class</li> <li>• Students are expected to identify appropriate academic goals, and use feedback and apply strategies to work towards those goals</li> <li>• Students are expected to show academic integrity by submitting work representing their efforts and acknowledging the information sources used</li> </ul>	<ul style="list-style-type: none"> <li>• Good work habits learned and practiced in school will be valuable throughout life</li> <li>• Students who are engaged in the learning process are more successful</li> <li>• Goal setting enables students to identify one's unique strengths and weaknesses and opportunities for personal growth</li> <li>• Students have the right and responsibility to be assessed and evaluated on their own work</li> </ul>

## HONOUR ROLL

Students with a minimum of 80% overall average and no marks below 60% in regular academic subjects, qualify for the school Honour Roll. These students are recognized and awarded at the end of each academic year.

## AWARDS

Students are recognized for their exceptional ability of development of skills in a variety of subjects and like skill areas. The following awards are given at the end of the academic year:

- ▶ Mathematics
- ▶ French
- ▶ Science
- ▶ Language Arts
- ▶ Athletics
- ▶ The Arts
- ▶ Christian Citizenship
- ▶ Most Improved

# Student home learning Communications

Students from Grades 1-8 will be given by their teacher a communication platform which is used to facilitate communication between school and home. This also develops organizational skills and teaches children to record/return their homework, assignments, projects, test dates and special events. The parents will be kept informed daily/weekly with updates through the various communication platforms.

## Computers

Computers are available for student use. Parent(s)/guardian(s) and students must review the Internet Acceptable Use Policy, sign the Parent/Student Agreement Form for Access to Internet, and abide by the computer rules. Failure to abide by the rules may result in the student's account being suspended.

## Cheating

Students are expected to complete their own academic work in all aspects including homework, reports, tests, and quizzes. Students may ask for and receive help on some assignments but should never copy another person's work. This is a form of dishonesty, considered cheating and will result in a grade of zero for the assignment.

Examples of cheating include but are not limited to:

- Copying classwork/homework.
- Using notes of any kind during tests or quizzes that is not allowed by the teacher.
- Communication with another student through any means during tests or quizzes.
- Copying from another student's test paper.
- Claiming papers from another student as your own.
- Plagiarizing any printed material (using printed material without proper documentation).
- Forgery.

## Ontario Student Records

The Ontario Student Record (OSR) is a confidential file required by the Ontario Ministry of Education. It consists of photographs, achievement forms, documents, and other relevant information about a student.

When a student transfers to another school, the OSR will be forwarded upon written request from that school. The folder cannot be transferred to any school outside of Ontario.

Only authorized personnel may have access to the record.

# Reporting Periods

Scholastic progress can be regularly monitored by staff, parents, and students alike on our online grading platform PowerSchool. Progress reports and report cards are distributed at the mid- and end of each term.

Progress 1 Report (official)	November
Report Card 1 (official)	February
Progress 2 Report (unofficial)	April
Report Card 2 (official)	June

## Standards of Appearance

### Dress Code

The school has standards that it believes to be appropriate wearing apparel for students who attend Adventist Christian Elementary School and reserves the right to maintain the standards it has outlined in its dress code. In addition to the daily uniform, students have a formal attire dress code of white shirts and dark slacks/skirts for special occasions and programs. Families will be notified in advance when this attire is required. Here is the dress code as follows:

- The wearing of the school uniform is a privilege and an honour. Students should be well-groomed at all times, avoiding extremes in clothing and hairstyles.
- Fashion extremes such as ripped or torn, frayed, unhemmed, sheer, short, and tight-fitting clothing, etc. are not appropriate.
- Appearance should be modest, clean, and neat.
- The wearing of jewellery to school is not permissible. Bracelets or necklaces that are worn because of a medical condition (MedicAlert) are the only exception.
- Make-up, including nail polish, should be a natural colour and not distracting.
- Hair should look neat, clean, be non-distracting, and only be a student's natural hair colour.
- Hats and bandannas are not acceptable inside attire.
- Students need three pairs of footwear: outside shoes, black uniform shoes, and gym shoes are necessary. Inside shoes are to be used exclusively for use inside the school only.
- All students are expected to be outside during all recess periods, except in very inclement weather, and should be dressed accordingly. Children must be dressed warmly in winter; boots, gloves, and hats must be worn.
- All uniform items must be well-laundered, and shoes must be clean.
- Please label all your child(ren)'s clothing.

\*Inclement weather: When temperature and/or windchill factor indicates anywhere between -20C and -28C, children will remain indoors due to risk of frostnip or frostbite.



These guidelines are for our students in general, both for uniform and casual dress days. In these matters, we expect the full cooperation and support of parents.

## Required Uniforms

Students are expected to always wear the school uniform correctly. Wearing the school uniform well signals to our community that we are a learning environment that values integrity.

### **BOYS**

- Shirt attire includes the school polo in navy blue or white with the school crest. The official school sweatshirt may be worn in colder months.
- Students are to wear tan or navy-blue khaki pants or shorts.
- Socks are to be navy-blue or black.
- School indoor shoes should be black or navy to compliment the uniform.

### **GIRLS**

- Shirt attire includes the school polo in navy blue or white with the school crest. The official school sweatshirt may be worn in colder months.
- Students are to wear tan or navy-blue khaki pants, shorts, or skirts. Shorts and skirts must not be shorter than 9 cm above the knee with the waistband at the natural waist.
- Socks are to be navy-blue or black.
- School indoor shoes should be black or navy to compliment the uniform.
- Hair accessories include black, navy-blue, brown, and white.

## Detailed Uniform Guidelines and Casual Dress Days

What follows are guidelines about our student's general, both for uniform and casual dress days. In these matters, we expect the full cooperation and support of parents.

- Appearance should be modest, clean, and neat. Students should be well-groomed at all times, avoiding extremes in hairstyles
- All uniform items must be well-laundered, and shoes must be clean.
- Please label all your child(ren)'s clothing.
- Outside footwear is not to be worn inside the classrooms. Students may wear closed toe dress shoes or closed toe running shoes of their choice. Sandals, thongs, flip flops, crocs, slippers etc., are not permitted at any time during the school day
- No improper, obscene, nor lewd wording or advertisement will be allowed on any clothing (Beer/Alcohol/Tobacco Ads, etc.)
- Make-up, including nail polish should be a natural colour and not distracting
- Jewelry, such as bracelets, rings, earrings and necklaces are not permitted. Bracelets or necklaces worn because of medical condition (Medic-Alert) are the only exception
- During swimming outings proper one-piece swimming attire is required

- Dress up/Casual Days: To maintain their privilege, students will choose attire that reflects a desire to be respectful of self, others, and God, as becoming of a Christian.

## Uniform infractions

Students with uniform infractions will get a phone call home from the office to obtain proper clothing.

# General School Policies

## Respect for authority

In general, the staff expects students to obey instructions immediately while projecting a positive attitude towards authority. Communicating in a manner that could in any way be construed as disrespectful is forbidden and will not be tolerated.

## Addresses/Phone number changes

It is essential that parents notify the office if there is a change of address or phone number during the school year. The school must be kept current with this information, so we are able to contact parents in case of an emergency related to your child.

## Birthday Parties

Parent(s)/guardian(s) wishing to bring cake to celebrate a birthday, must first get permission from the class teacher. Please bring cake cut up and ready to serve for easy distribution.

## Classroom supplies

A list of needed classroom supplies will be sent home before or during the first week of school.

## Electronic devices

Electronic devices on campus (including but not necessarily limited to music technology, game devices, laser pointers, etc.) should not be visible or used in the school building at any time. Cell phones and/or communicative devices should not be used on the school premises. Cell phones must be given to the teacher at the start of the school day and can be collected at the end of the school day. Failure to comply with this rule will result in confiscation of the item regardless of its ownership.

# Technology Use

Adventist Christian Elementary School authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. This includes the use of:

- iPads
- Chromebooks
- Laptops
- Cameras
- AV equipment

The use of school technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The school reserves the right to suspend access at any time. The school expects all students to use technology responsibly in order to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use school technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

## DEFINITIONS

School technology includes, but is not limited to, computers, the school's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations.

## STUDENT OBLIGATIONS AND RESPONSIBILITIES

Students are expected to use school technology safely, responsibly, and for educational purposes only. The student in whose name school technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using school technology for improper purposes, including, but not limited to:

1. Access, post, display, or otherwise use material that is discriminatory, libellous, defamatory, obscene, explicit, or disruptive.
2. Bully, harass, intimidate, or threaten student peers, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Insurance Number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm school technology (such as destroying equipment, placing a virus

on computers, adding or removing a computer program without permission from a teacher, changing settings on shared computers).

6. Install unauthorized software.

7. "Hack" into the system to manipulate data of the school or other users.

8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or school practice.

## PRIVACY

Since the use of school technology is intended for educational purposes, the school reserves the right to monitor and record the use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses.

Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of school technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any school technology are the sole property of the school.

## CONSEQUENCES FOR VIOLATION

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to school technology and/or discipline, up to and including suspension or expulsion.

## Food policy

We ask that lunches / snacks do not include any unclean meat as stated in Leviticus, Chapter 11 of the Bible. This includes foods containing pork (ie. ham, bacon, pepperoni, etc.) and shellfish of any kind. Children's lunches should be healthy and balanced based.

We are strongly encouraging our parents to send nutritious meals and to eliminate excessive junk food/excessive sugar (cookies, chocolate, candy, chips) from your children's diet, especially during school hours. In addition, send juice boxes and/or water as opposed to cola drinks/pop. Gum chewing is not allowed on the school premises.

Preventative strategies for the potential of food allergies shall include the following:

- Children should not trade or share food.
- Children with food allergies should eat lunches and snacks that have been prepared at home.
- ACES is a NUT FREE ZONE. Nuts in any form, including nut oil, are NOT to be included in foods brought into the school.

## Health and Wellbeing – accidents and incidents

Parents need to be aware of their child's health and decide when it is necessary to keep him/her at home.

Please inform the school of contagious illnesses such as pink eye or chicken pox so that other parents can be alerted to watch for symptoms. A medical certificate is required before a child can be readmitted to class.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

Children should not be sent to school if there are definite signs of ill health in the morning. If a child becomes ill or gets injured during class time, the parent(s)/guardian(s)/sponsor(s) will be notified immediately. Minor bumps and scrapes will be treated at school. Children who have chicken pox, ringworm or any communicable disease must be kept at home until a doctor's note is obtained. This note must accompany the child on the first day back to school. In the case of ringworm, students must be kept home 24 hours after medication is applied. In the case of head lice, children can attend school immediately after treatment with a pharmacist recommended solution.

An accessible number must be listed should it be necessary that contact be made during an emergency. If the child needs emergency medical attention and a parent cannot be reached, he/she will be taken to a hospital. The signed Statement of Agreement Form will be accepted as your consent.

## Home and School association

The purpose of the Home and School Association is to build the image of the school. Hot lunch and fundraising are some of the tasks of the Home and School. Parents are encouraged to be actively involved in this association.

## Locked door policy

At ACES, we have a locked door policy. Anyone wishing to enter the school must enter at the front door by the office. Please call the office, knock at the window and someone will answer the door.

# Lockdown procedure

One method of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) Modified Lockdown – The threat is outside of the school building.
- 2) Full Lockdown – The threat/intruder is inside the building.

## Modified Lockdown:

- A staff member will notify all teachers of a modified lockdown.
- If students are outside, they will immediately proceed into the building.
- Exterior doors will remain locked.
- All hallways, restrooms and other rooms that cannot be secured will be cleared of students and teachers.
- Blinds will be closed, and students will be kept away from the windows.
- Classes will continue. Teachers and students will only respond to announcements by authorized individuals.
- When things have returned to normal, an authorized individual will announce the “all clear”.

## Full Lockdown (these actions happen rapidly):

- Building administrator or authorized individual will signal a “full lockdown” and contact 911.
- Immediately, all students, staff and visitors will proceed to the nearest classroom or secured space. Students who are outside the building or their classroom will be directed to the closest safe area of the building (For example: sanctuary).
- All classroom doors will be locked.
- Exterior doors WILL be UNLOCKED if the situation permits to allow emergency personnel into the school.
- Blinds will be closed, and students will be kept away from the windows.
- Lights will be turned off.
- Keep out of sight.
- DO NOT respond to a fire alarm.
- DO NOT respond to anyone at the door until “all clear” is announced by an authorized individual.
- When things have returned to normal, an authorized individual will announce the “all clear”.

# Lockers

Lockers are assigned to specific grades. Students are not permitted to permanently affix anything to lockers. Lockers are subject to inspection at any time and are to be kept clean.

## Medication for Students

Teachers are not permitted to give any internal medication. If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, the child may be assisted by the teacher if the school receives:

1. A written statement from the parent/guardian of the student indicating their wish that the teacher assist the student with their medication(s). The letter must also state the time schedule, the amount and method by which such medication is to be taken; and,
2. Such medication must be delivered to the school in its original, identified container.

## Parent-Teacher Conferences

All parents are invited to attend the Parent Teacher Conferences scheduled in November, February. If parent(s)/guardian(s) wish to contact a teacher outside of these times, it is preferred that this communication is done via the agenda, the teacher's email or at the close of the school day. It is strongly recommended that parents attend the first Parent-Teacher Conference.

## Playing Cards

A deck of playing cards is not allowed on the school premises and will be confiscated. Card games, such as Uno, are permitted.

## Safety

ACES complies with local Building and Fire Codes. A minimum of 6 fire drills are conducted each school year. The London Public Health Unit provides immunization checks and regulates ACES in matters of public health concerns. In cases of suspected child abuse, ACES follows the protocol of the Province of Ontario legislation which requires that school staff report concerns immediately to the local Children's Aid Society.

## School Closures/Inclement Weather

### Winter Storm Closure

In extreme weather conditions, the school will follow the procedures outlined by the Thames Valley District School Board.

Procedure for early morning cancellation of school:

1. Staff will be notified of cancellation by administration as early as possible;
2. Parents are advised first to check our school website [www.aceslondon.ca](http://www.aceslondon.ca), listen to the radio, and/or watch the news for information regarding school closure or visit the [tvdsb.ca](http://tvdsb.ca) “school closure” section;
3. At the principal’s earliest convenience, parents will be alerted via e-mail.

School Cancellation Procedure for emergency closure during the school day:

1. Parents will be notified by e-mail;
2. Students will remain at school with staff unless released to their own parent/guardian/ emergency contact person;

## Monthly Newsletter

Please read the Monthly Newsletter to keep updated of our plans, activities, and changes in dates. The Monthly newsletter is emailed home the beginning of each month.

# Code of Conduct and Discipline

## Student Conduct

Each student enrolled at ACES is a representative of the school and is expected to conduct him/herself in a way that is consistent with the standards set forth by the school. This code of behavior sets out the standards of behavior which are expected of all members of the school community to create a positive climate in the school. The purpose of this code of behavior is:

- To ensure that all members of the school community are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the school community
- To maintain an environment where conflict and difference can be addressed in a positive manner
- To encourage the use of non-violent means to resolve conflict
- To promote the safety of people in the school
- To discourage the use of violence and bullying

### EXPECTATION MATRIX

Common Area	Be Safe	Be Responsible	Be Respectful
Classroom	Keep hands and feet to self. Go directly to class and be seated. Follow all safety procedures and directions	Follow the teacher's direction the first time asked. Take all correspondence home. Come prepared for class with all materials; ready to learn.	Attentively listen to the speaker. Keep the room, desk and lockers clean. Use kind words and actions. Use inside voice; no shouting



<b>Hallways/ Locker Areas</b>	Walk at all times and keep hands and feet to yourself. Be careful of others when opening and closing your locker.	Keep your belongings in your locker.	Keep your locker clean. Do not leave litter in the halls. Whisper in the halls. Use the water fountain properly.
<b>Bathrooms</b>	Keep water in the sink. Wash hands with soap. No loitering.	Report any problems to staff. Dispose of trash. Take all belongings with you.	Flush toilet/urinal. Keep the bathroom clean; do not vandalize.
<b>Kitchen</b>	Stand in a single file when waiting to use the microwave.	Wash and return any utensils borrowed from the kitchen.	Wait in line patiently. Use good manners.
<b>Playground Recess</b>	Keep hands and feet to self. Use equipment properly. Do not throw things that can hurt others; ex: stones, sticks, and snow.	Line up immediately when the whistle sounds. Return equipment to the appropriate storage area.	Share equipment. Use kind words and include others in play. Do not climb or hang on trees.
<b>Bus/Trips</b>	Stay seated until bus stops. Face forward. Keep feet out of aisles. Keep arms inside the bus.	Take your belongings and garbage with you when leaving the bus.	Use a quiet voice on the bus. Keep hands and feet to yourself.

# Student Discipline

The ultimate purpose of Adventist Christian education is the restoration of human beings to the image of their maker through a saving relationship with Jesus Christ. This is mainly achieved through redemptive discipline. The Christian teacher disciplines and equips the learner to grow spiritually, academically, psychologically, emotionally, and socially.

The aim of redemptive discipline is to change students into the image of Christ (Romans 8:29). The wrongdoer is led to see his fault and is given an opportunity to change. The student is helped to know God more deeply and to understand more clearly His design for their life. This method of discipline is

- Scripturally based
- Positionally focused
- Grace oriented

Each student is expected to be orderly in conduct while in and out of the classroom, on the playground, on school outings or in other circumstances where engaging in the activity will have an impact on the school climate.

## BEHAVIOUR INTERVENTION

Minor student disciplinary problems such as excessive talking, not bringing materials to class, will be dealt with by teachers. Teachers will follow progressive discipline steps when working with students and their families. The following is an example of progressive discipline.

**Step One:** Talk with the student and take appropriate action. For example, if a student is running in the hall, they may be reminded not to run and asked to go back and walk.

**Step Two:** Students will complete an age-appropriate reflection log. Parents will receive a copy of the reflection log; original reflection log will be kept at school.

**Step Three:** After three events of the same nature, students will be placed on a behaviour contract.

If the above-mentioned interventions do not correct the student's behaviour, the teacher may move to the fourth step, recommendation to the discipline committee. Some behaviours are considered to major infractions due to safety concerns. These will immediately progress to steps 3 or 4. All behaviours and interventions will be evaluated and dealt with based on age level and severity.

## DISCIPLINE COMMITTEE

Consequences are designed as a guide to teach the students to accept responsibility for his/her actions. Consequences may include, but are not limited to:

- loss of privileges
- detention
- writing a reflection or evaluative essay on the misconduct
- behavioural contract
- in-school suspension
- out-of-school suspension
- expulsion.

Parents will be contacted and behavioural records will be kept.

The following behaviours are considered to be major infractions:

- Assault i.e., hitting, kicking, punching, biting, fighting, slapping.
- Vandalism or theft of school, church and/or personal property.
- Persistent opposition to authority.
- Disrespectful abusive language or gestures.
- Disruption of instruction.
- Recklessly or wilfully endangering oneself or others.
- Use or possession of tobacco, alcoholic beverages, illegal drugs and other controlled substances.
- Possession of fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards, radios, electronic devices and obscene (sexual or violent) literature or objects.
- Violation of internet usage agreement.
- Leaving the school grounds for any reason without the permission of the teacher/principal.

Please also note the following:

- Damage or loss to school property and schoolbooks is unacceptable.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics (no magic, weapons, sexual or violent novels, etc.)
- Rollerblading and skateboarding are not permitted on school premises at any time.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures and furniture.

# Additional Definitions and Policy

## General Safety

All members of the school community have the right to be safe and feel safe in a respectful, focused school environment.

### EXPECTATIONS

- Members of the school community **must not**:
- Engage in bullying behaviours
- Bring anything to school that will compromise the safety of others (including weapons, drugs and alcohol)
- Commit theft, robbery, or any act of vandalism that damages school property
- Use any object to threaten or intimidate another person
- Cause injury to another person with an object
- Inflict or encourage others to inflict bodily harm on another person (such as kicking, hitting, punching or pushing)
- Engage in harassment – physical, verbal, sexual or psychological
- Use the internet without a signed internet agreement form or violate the user agreement

## Bullying and Abuse

Students will not engage in verbal (including swearing and profane language), mental or physical abuse or bullying of another person. Abusive behaviour and physical assault are behaviours that fall under the Criminal Code of Canada.

Staff are teaching students to identify bullying behavior and giving them tools to respond and to stop it from happening as part of our awareness and prevention strategies.

Bullying is typically a form of repeated, persistent, and aggressive behavior directed at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person's body, feelings, self-esteem or reputation. Bullying occurs when there is a real or perceived imbalance of power.

When someone experiences or observes bullying behavior, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behavior will be addressed using a progressive discipline approach with a range of interventions and consequences.

## Damage and Vandalism

Any student found responsible for incidents of damage, abuse or theft of school property or the property of others will be subject to payment of the cost of repairs and/or restitution. If the damage is determined to be willful, the matter will be referred to the principal for disciplinary action.

## Drugs and Alcohol

Students will not use, possess or be under the influence of drugs, alcohol, or any other controlled substance on the school campus, during school field trips or athletic outings, excursions or when travelling to or from campus. Trafficking in alcohol, drugs or controlled substances is exploitative and will result in expulsion and criminal prosecution.

## Firearms and Weapons

Students will not bring firearms or weapons (knives, clubs or fighting paraphernalia) to the school nor may they be in possession of these items on school property or on outings that are part of the school's program.

## Harassment in the Student Environment

Every student has the right to an environment that promotes equal opportunities and prohibits discriminatory practices. Harassment based on race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, age, record of offences, family status, sex or handicap is discriminatory.

## Sexual Conduct

While affirming that sexuality is a positive gift of the human condition, a school must temper this affirmation by teaching that sexual activity can also be self-centered and exploitative, that it includes physical and psychological risks, and that intimacy renders people vulnerable to manipulations, real hurt and lasting injury when carried on outside of marriage. The high value and importance that our philosophy places on each individual human being means that the school must be very clear in stating its sexual conduct policy. This stated policy is aimed at protecting all from the unwanted harassment or the inappropriate sexual conduct of others, while recognizing that every person has rights, freedoms, and responsibilities in this area of human life. The policy applies equally to all: to the sexual behaviour of adult students, adult employees, adult volunteers, and adult visitors as well as to the sexual behaviour of minor students and children from whom the school also has a protective or custodial responsibility.

## Sexual Conduct Policy

Any act of sexual intimacy in the buildings, on the grounds of Adventist Christian Elementary School (or on outings that are part of the school's program) will be regarded as a breach of the school's sexual conduct policy. Any exploitation of trust, friendship, authority, or power between members of the school community during the school year or holiday periods and in any place on or off the school grounds through sexual activity, or touching for sexual purposes, or the suggestion, proposal, or depiction of any such activity will be regarded as a breach of the school's sexual conduct policy.

## Smoking/ Vaping

Tobacco and Vaping use (smoking or chewing) are not permitted anywhere on the school grounds or on the roadways or the properties adjacent to the school. It is an offence under Ontario law to smoke in school buildings or on school grounds. Similarly, the purchase of cigarettes in Ontario is illegal for persons under 19 years of age. Students may not carry tobacco and related articles into the school building or around campus. Students found smoking, or in the company of smokers, within this area are subject to suspension.

## Searches

The school reserves the right to perform searches of study areas and lockers at random without notice. Police assistance may be used from time to time.

# Guidelines for Parents and Students

## RESOLUTION PROCEDURES FOR STUDENTS AND/OR PARENTS AND GUARDIANS

Adventist Christian Elementary School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; base on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is a student, teacher, or administrator and first try to resolve the issue with them. **At no time should adults confront students who are not their own children.**
2. If it is not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference, the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If it is not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and ACES grievance mediator, Chris Mirambo. The principal shall follow up in writing to all parties.
5. If it is not resolved, parent contacts the board chair, in writing, who will see resolution through the appropriate subcommittee on the board.
6. If the school and family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option.

Written complaints can be sent to the administration via email at [principal@aceslondon.ca](mailto:principal@aceslondon.ca).

## Guidelines for parents or guardians

### Protocols for Meeting with a Teacher

**Make an appointment** to meet with the teacher outside of regular school hours, unless it is an emergency. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention: as well and there will be fewer restrictions on the amount of time the teacher will be able to meet with you.

Students will be given permission to use the telephone only in urgent situations. Parents are asked to communicate their plans to their child/children prior to school.

In the event of school closure due to inclement weather or an emergency, school staff will contact you. Each parent/guardian should ensure the school has *up-to-date home, work and/or cell phone numbers*. DO NOT call the school. The school will contact you in an emergency.

Parent(s)/guardian(s) are expected to:

- Support the ideals taught in the school.
- Encourage good health habits.
- Participate in and support school activities.
- Ensure their child is in proper uniform.
- Encourage punctuality.
- Cultivate positive relationships with teachers and administration.
- Fulfill financial obligations promptly.
- Actively participate in their child's education.
- Be responsible for damages to property or equipment caused by their child.
- Ensure that the contractual agreement with the school is maintained.
- Familiarize themselves with the school's handbook and the principles within.

**\*\* This handbook is subject to change as deemed necessary and without due notice. Changes during the school year will be communicated via the school newsletter \*\***



