



QUEENSWAY

CHRISTIAN COLLEGE

9-12

Secondary School

Saints Handbook

2008-09

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Saints Handbook 2008 - 2009

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Note to the Handbook

Handbooks convey significant information and guidelines. However, no handbook can be considered exhaustive in nature. From time to time the school may create or revise policies and this may occur at any time during the year. Policy revision would be the result of issues that arise that could not be anticipated prior to the printing of this document. Changes that occur would be reflective of policies that are already in place and would be in keeping with the generally accepted views of the Christian community. Additional policies during the year will be communicated to the students, and as necessary to parents.

Part I. Purpose and Mission Statements

Guiding Philosophy

How we accomplish our mission is as important as the mission itself. Fundamental to the success of our school are these basic values:

1. We believe in the sovereignty of God and His Word.
2. We value the family and are committed to serving the educational needs of the home.
3. We are committed to providing a quality, Christ-centred educational program.
4. We are committed to continually improving every aspect of our school. (Academics, Extra-curriculars, Spiritual Growth and strong Relationships)
5. We value equally, each individual within our school including students, staff, and parents.

Guiding Principles

We will put into practice our beliefs through the following principles:

1. Policies and principles will align themselves with the Word of God.
2. Integrity will not be compromised in how we conduct business and establish relationships.
3. We will strive for excellence in everything in order to achieve customer satisfaction.
4. Continual communication with our families will allow us to better service the customer.
5. Staff, parent, and student participation is essential to the success of our school.

IT IS OUR SCHOOL MISSION...

to provide, in partnership with the family, quality academic education within a Christ-centred learning environment that equips students to pursue excellence and leadership in a changing world.

IT IS OUR SPIRITUAL MISSION...

to personally know and experience God's love and power.

“For in Him we live and move and have our being...” Acts 17:28

The Spiritual Mission is intended to touch everyone in our school community in all areas of their lives and we hold to the following core values:

1. To develop and maintain a personal relationship with Jesus Christ.
2. To know, love, and apply the Bible to our daily lives.
3. To recognize and permit the Holy Spirit to minister to me and through me.
4. To pray and worship – individually and corporately.
5. To encourage obedience and respect.
6. To have the freedom to question the Christian faith and find answers.
7. To provide opportunities for service – inside/outside of school and culture.
8. To receive guidance in acquiring a life purpose.
9. To encourage character development and holy living.
10. To develop and maintain proper relationships with God and with each other.

IT IS OUR ACADEMIC MISSION...

to develop life-long learners who will positively contribute to a changing world.

We will know we are accomplishing our mission when all of our students are:

Self-directed learners,

who use Christian values to create vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.

Collaborative Workers,

who use effective, godly leadership and group skills to develop and manage interpersonal relationships within diverse settings.

Complex Thinkers,

who identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts.

Quality Workers,

who create intellectual, artistic, practical, and physical products which reflect originality, high standards, and the use of varied technologies.

Worldview Christians,

who are aware of societal issues and are willing to take a stand for their beliefs and strategize effectively to create change.

Part II. Distinctives of OCC

1. OUR CHRISTIAN MANDATE

To educate and train students so that they can glorify God by living out the relevancy of the Christ centred life through a personal experience with God in order to affect their family, their community and their world.

2. PHILOSOPHY

The word philosophy means the love or pursuit of wisdom. This pursuit yields a value and belief system about truth and reality. A philosophy of education is the application of these values and beliefs as they pertain to the educational process.

Purpose of Education

QCC seeks to provide a quality educational program in an atmosphere which fosters Christian character development and spiritual development through the transforming work of the Holy Spirit. In every aspect we will endeavour to present the Word of God as the absolute authority and revelation of truth. We aim to instill an appreciation for the morals and principles of God's Word so that each student can mature to full understanding of his/her responsibilities as a citizen and as a child of God.

Nature of the Student

Every student is important, for each is created in God's image. Each is a gift, a heritage of the Lord, of infinite value and has the potential for fulfilling God's will and purpose. However, he or she has been born into sin and needs the regenerating work and direction of the Holy Spirit in order to do this.

Responsibility for Education

The primary responsibility for educating children rests upon the parents in accordance with the Word of God (Deut. 6:6-7, Eph. 6:4, Ps. 78:4-7). Education of the whole child (spirit, soul and body) is best accomplished when the church and school are unified with, and are extensions of the Christ-centred home. We view parents as partners in education and not as clients.

3. WORLDVIEW

We believe that reality exists in two dimensions, that which is seen (natural world) and that which is unseen (supernatural world) (2 Cor. 4:16-18). We desire that our students develop an awareness of both these realities and respond inwardly as well as outwardly to the world around them.

Jesus' teaching on the Kingdom of God and its lifestyle are totally opposite to the secular worldview and lifestyle. In God's Kingdom greatness is achieved by denying yourself; by becoming a servant of all; by losing your life. That is why our school's mandate is to instill a value system and a worldview, which is vastly different from the prevailing secular worldview. Our mandate is to train up "World Christians" – those who will reach out to a needy world.

4. STAFF

All staff at QCC has personally committed their lives to Christ as Lord and Saviour, and demonstrates spiritual maturity expected by one in leadership. They must be a regularly attend a local church and demonstrate a genuine love for children and young people. All staff are qualified to teach and are involved in developmental programs to better understand the philosophy of Christian schooling.

5. DISCIPLINE

At QCC we believe in firm discipline. We believe that the most effective method is the relational approach. This means that time is taken to speak to the student privately and correction is administered in love with a sense of justice as well as grace. Detentions and disciplinary actions are used sparingly and for the appropriate age levels. Students need to learn that wrong actions will result in consequences, yet our goal is not just to punish the wrong action, but rather find the reason for the wrong action and bring correction to the root of the problem.

6. CURRICULUM

All areas of curriculum at QCC are developed from the premise that the Word of God is the ultimate source of truth, and instruction and guidance are given from a totally Christian perspective.

Courses offered in the secondary school meet or exceed provincial standards. Special courses have been designed to help students develop a personal understanding and response to the world we live in. In the senior grades secular viewpoints as well as social issues (e.g. abortion, AIDS, evolution, other social issues) will be discussed from a Christian perspective.

7. LIFESTYLE

Our students are expected to live lifestyles free of influences and substances, which would be harmful to their physical bodies as well as their minds. The Bible teaches that our body is the temple of the Holy Spirit and we are to be good stewards of all that God has given us. Violation of school policies concerning these matters will be dealt with seriously.

Students are expected to abstain from the use of alcohol, illegal drugs and smoking at all times, while enrolled at QCC. Failure to comply with these standards will result in suspension or possible expulsion.

Lifestyle and conduct expectations are in keeping with traditional Christian values such as respect towards authority. Ultimately our goal is to encourage our students to develop a servant's attitude and a Christ-like lifestyle.

8. ATMOSPHERE

As believers in Christ, His presence is within us and should be evident in our school atmosphere. We allow our students to freely express themselves within the bounds of respect towards God, school authorities, fellow students and school property. Our desire is that our school will be a safe, secure, loving and enjoyable environment with the understanding that an orderly learning atmosphere needs to be maintained.

9. CHRISTIAN EDUCATION PROGRAM

The ultimate goal that God has for each of our lives is that we be conformed to the image of Christ (Rom. 8:29) This process is accomplished by God's Holy Spirit and our school is one of the instruments that He uses for that purpose. At QCC, not only do we set aside three periods per week to focus on Biblical truth, it is integrated into all areas of our school curriculum and life.

Specifically our Christian educational objectives are that each student will:

- make a personal decision to accept Christ as Lord of his/her life
- know the times that we live in and will develop a personal response to social and contemporary issues
- grow spiritually by
- acquiring biblical truth through a systematic study of the Bible
- challenging students to respond to Biblical truth
- becoming a true worshipper of God

Students are encouraged to ask questions and seek after the truth for this is one of the greatest compliments that one can give to God, for He is the Truth.

Student Pledge

All Gr. 9-12 students are reminded that they have agreed to obey authority structures, be open to spiritual instruction, and to protect themselves and others from influences that are harmful to them.

Bible Program

An integral part of our school life is our Bible program. Our aim is to present the claims and truths of Christianity to every student, yet we are very conscious of the fact that we are not here to proselytize or coerce young people into acceptance to any person's religious opinion. We are more interested in presenting the truths and facts about the Christian faith and allow the students to make their own decision based on what they have heard. Christianity is more than a system of beliefs; it is a personal relationship with the Creator of the Universe, made possible by the death and resurrection of Jesus Christ. We would like each student to actively participate in the discussions and lessons being presented. The curriculum for the Christian Education program contains a balance between knowledge and practice and seeks to involve students in small groups and a service component.

God Encourages Scrutiny

Don't feel reluctant or embarrassed to put God and His Word to the test. We read in John 20:21 the story about Thomas who demanded evidence about Jesus' resurrection. Jesus rebuked Thomas not for asking, but for doubting. Thomas had been with Jesus a long time and should have believed in Jesus' promise to rise from the dead. Questioning is OK provided our motives are correct.

The Bible says that we are to ask and it will be given unto us. (Matt. 7:7,8) Seeking after the truth is one of the greatest compliments that you can give God because He is the Truth. There is however a vast difference between seeking to discredit God and seeking to know Him. Let us travel this road together as a school towards increasing our awareness of who God is, and His purposes for our lives. Let us all have open hearts, receptive spirits, and co-operative attitudes as we begin this journey.

Chapel

We view chapel as one of the most important events of our week. It is one of the only times of the week that as a school we can gather to praise and worship our God. All students are invited to join in the singing as well as listen in a respectful manner. Chapel attendance is mandatory at our school.

Relationships

Students should use discretion in relationships with fellow students, including those of the opposite sex. This includes the following: when students are on campus, they must avoid public displays of affection. Premarital sexual activity is contradictory to our Christian principles and standards and any activity or situation, which may lead to this, should be avoided.

Queensway Saint Character Profile

Fruit of the Spirit

Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, Self Control

Integrity

Willing to stand alone, for what is right; a person with backbone

Honesty

Speaking and living the truth

Work Ethic

Personal Discipline, Punctuality, Responsible, Respect towards authority, Trustworthy, Persistent

Servant's Heart

A Thinker

A World Christian

Music

Music in a Christian school should not contradict the Biblical standards of decency, morality, and wholesome entertainment. QCC students are encouraged to listen to music that is uplifting and wholesome. The Bible has given us a standard by which we can filter everything that enters our mind;

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” Philippians 4:8

Secular Rock Music

Our position on secular rock music is that, on the whole, it is an offense to God and that Christian young people should not be listening to it. The lyrics and lifestyles of the artists are often immoral and anti-Christian. Research has shown that this kind of music contributes to teenage rebellion and suicide. For these reasons we have adopted the following school policy:

Posters, literature, tapes or any materials relating to secular rock music are not allowed on school property. Violation of this policy will result in the following:

- questionable material will be confiscated
- the matter will be discussed with your parents
- suspension or other disciplinary measures will be administered.

Contemporary Christian Music

Music is a vehicle and its use determines whether it is righteous or unrighteous; therefore, the Word of God does not condemn a certain "style" of music, rather it condemns evil uses of music. While it may be true that the Word of God is silent on "styles" it is not silent on principles. The Bible says:

"Dear friends, do not believe every spirit, but test the spirits to see whether they are from God, because many false prophets have gone out into the world." 1John 4:1

ALL MUSIC WHETHER CHRISTIAN OR SECULAR NEEDS TO BE TESTED.

Questions You Need to Ask in Selecting Music

1. Do the lyrics pass the test of Phil. 4:8?
2. What is the dominating feature of the music; the lyrics or the beat?
3. Does it draw you into a closer communion with God or does it simply make you feel good?
4. Do you know anything about the lifestyles of the artists?
5. What is the ultimate purpose of their music?
6. What image is being portrayed on the album cover? (1Thess. 5:22)

Paul says, "everything is permissible, but not everything is beneficial. Everything is permissible but not everything is constructive. Nobody should seek his own good, but the good of others" (1 Cor. 10:23-24). There may be permissible albums to listen to, but what is "beneficial" and "constructive" is of greatest importance. That which seeks to glorify God and causes me to live at peace with my neighbour is the best. (Matt. 22:34-40)

Awards

Each year Queensway recognizes students' positive attitude, commendable work ethic and special ability in subjects through Department Awards at the Grade 9-12 level. The Top Grade with Graduating Scholar and students with the highest marks in Grade 12 courses are also recognized for academic excellence. The Governor General bronze medal is presented to the student with the highest average in the senior graduating class. Graduating students in Grade 12 achieving an overall average of 80% or higher are recognized as Ontario Scholars. The Lieutenant Governor Award goes to the student demonstrating exemplary service to the community. The Toronto Star Athlete of the Year is awarded to the student who shows unusual ability in the area of sports as demonstrated by their achievements through inter-school sports teams.

The Athletic, Music and Drama departments as well as other co-curricular groups award individuals for positive effort, attitude and ability as they contribute to school life.

Queensway values the development of Christian character. For this reason we present the following awards to the glory of God.

The Nehemiah Award - This award is named in honour of Nehemiah, a faithful servant of the Lord, who persevered and accomplished his task of building the wall despite much potential for discouragement. The recipient from Grade 9-12 is a student who has shown exceptional effort in his or her academics. The student has seen each task as a special assignment from the Lord, and used all his or her energies to accomplish it.

The Barnabas Award - Each class in the school nominates an individual who is an encourager. The recipient of this award is recognized for his/her positive influence on peers.

The Daniel and Esther Award - It is named in honour of the prophet Daniel and Queen Esther who were unafraid to let their convictions be known, and is given to the Grade 9-12 male and/or female student who best exemplifies Daniel or Esther's bold faith.

The Apostle Cup - This prestigious award is given to an outstanding male and female student in Grades 9-12. It recognizes their positive attitude, depth of character development, abilities and accomplishments in four key areas of life. (Luke 2: 52 Jesus grew mentally, physically, spiritually and socially.)

The S.O.S. David Ellis Award goes to the student involved in Missions who shows a real heart for serving God through this outreach program.

Mental/Academic - Attitude, effort, and grades

Physical - Participation in QCC school life (Sports, Drama, Music etc.)

Social - Leadership, positive relationships, cooperation and respect of and for others

Spiritual - Evidence of the Fruit of the Spirit in his/her life. Faith in Jesus Christ is the basis for who they are and what they think

Part III. Discipline Policy

The following pages give an overview of our philosophy of discipline at QCC. There is a full explanation of our policies and procedures on file at the office. It is our desire to see students living godly lives on a daily basis, and it is our hope that disciplinary actions are not required, but in the event problems do occur then the school will proceed with their policies.

Biblical Base

PRO 22:6 Train a child in the way he should go, and when he is old he will not turn from it.

HEB 12:5,6 And you have forgotten that word of encouragement that addresses you as sons: "My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son."

HEB 12:11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Nature of the Student

Every student is important, for each is created in God's image. Each is a gift, a heritage of the Lord, of infinite value and has the potential for fulfilling God's will and purpose. However, he or she has been born into sin and needs the regenerating work and direction of the Holy Spirit in order to do this.

Discipline is training that corrects, shapes, strengthens, or perfects the student and leads the individual from outer control, to self control, and to spirit control.

Our task as parents and teachers is to direct each child from the road of self-centeredness to the road of obedience and trust to God's authority and to the place of a spirit-controlled life in a loving and caring environment.

Circumstances Requiring Correction

1. When the learning process is about to be or is disrupted.
2. When, if not corrected, a potentially harmful situation could develop for an individual or for the building.
3. When actions or words would detract from a student's Christian witness.
4. When school rules or policies are not adhered to.
5. When conduct out of school violates our lifestyle requirements.

Students' Responsibility To Authority

All students at Queensway Christian School must learn and adhere to the basic principle of obedience as taught in the Word of God. It is our desire to see that each individual exhibit obedience in order that they may be used of God in His plan.

Scriptural Basis

"We know that we have come to know him if we obey his commandments. The man who says, "I know him," but does not do what he commands is a liar, and the truth is not in him." 1 John 2: 3, 4

"Children, obey your parents in the Lord, for this is right. Honour your father and mother -- which is the first commandment with promise -- that it may go well with you and that you may enjoy long life on the earth" Ephesians 6: 1-4

"Children, obey your parents in everything, for this pleases the Lord" Colossians 3:20

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13: 17

Discipline Procedures:

At QCC we believe in firm discipline. We believe that the most effective method is the relational approach. This means that time is taken to speak to the student privately and correction is administered in love with a sense of justice as well as grace. Detentions and disciplinary actions are used sparingly and for the appropriate age levels. Students need to learn that wrong actions will result in consequences, yet our goal is not just to punish the wrong action, but rather find the reason for the wrong action and bring correction to the root of the problem.

An office referral policy is in effect at QCC. Any adult who is a part of QCC can issue office referral reports. A teacher or student will bring the OFFICE REFERRAL to the office, where the Principal/Vice-Principal will review it. The Principal/Vice-Principal will then discuss the situation with the student(s) in question.

OFFICE REFERRALS can be issued for such things as fighting/aggressive behaviour, cheating, lying, profanity, excessive talking during class, lack of respect for teachers and peers, disobedience, open rebellion, and skipping classes. Students should refer to "QCC - Standards and Expectations" for other behaviours that may warrant a referral report. The Vice-Principal, in conjunction with the Panel of Teachers (see below), will then decide if a CONDUCT REPORT should be issued. A CONDUCT REPORT is a written notification of the circumstances and facts of a situation that will be brought home to the parent by the student. A telephone call to the parent would likely accompany the issuance of a Conduct Report.

The initial course of action taken in most discipline situations is a student-teacher discussion. If this does not solve the problem, however, referral reports will be issued for repeat offenses.

The Disciplinary Panel of Teachers will determine the appropriate action for those who do not comply with the standards of the school. Parental involvement will be necessary during the process and the discipline procedure will be in accordance with the established policies of the school. Consultation with other staff may be necessary in order that everyone is equally informed.

Standards of Enrollment

The following have been established as minimum standards, which would allow the student to continue their enrollment at QCC. We desire to see the students perform toward an excellent level and to understand that God expects that we are always striving to do our best. Anything less than this could indicate an attitude that is not desirable at our school.

Members of the Panel

The members of the Panel of Teachers will be selected by the Principal on a need basis. This may mean that various teachers will serve, but not necessarily on each panel. The Principal will ensure that the panel represents a cross-section of teachers and that no conflict of interest is present.

Review of Performance

The following indicates the review schedule and procedure for all students, but does not mean that this schedule must be adhered to in case of major difficulties which would need to be addressed immediately.

1. Review of students would be at each of the mid-term reports (November and April)
2. Review to be done at the end of the first semester (January) and at the end of the year (June) to determine continuance at the school.
3. Review will be done by a Disciplinary Panel of Teachers and they will follow the stated guidelines and make decisions based on information gathered.
4. The Panel will have decision making power to determine the enrollment of individual students (this will be in consultation with the administration of the school).
5. In the case where students are deemed to have not honoured their obligation to the school, the parents will be notified of the decision, on behalf of the panel. The student and parents will have been part of the process prior to any final decision in order that they have the opportunity to make the necessary correction.
6. The following information has been designed to inform the families of the criteria necessary.

Parameters in which the Panel Operates

Academic

1. Students must display a positive attitude toward their studies. An apathetic or lazy approach to their assignments, tests, and participation etc. will be cause for the panel to dismiss the student.
2. Students in Grades 7-8 must maintain a passing level (60%) in order to remain in the school. This would apply to an overall average. Students failing one course would be required to have an overall average of 65%. A student will have been considered to have failed the year through a review of their academic performance. This would include, but not limited by, the type of courses below the failing level, as well as overall effort and attitude toward their studies. The Principal, in consultation with the Vice-Principal, would make the final decision in this matter.
3. Students in High School (9-12) are required by the Ministry of Education to achieve 50% in each of their courses in order to receive a credit. A credit would still be issued at QCC for this level of work, however we will be requiring students to achieve a minimum of 65% average in order for the student to maintain

their status at the school. Failure to do so will result in the dismissal of the student and is more than likely a reflection of #1 listed above.

4. All students who do not attain the necessary academic qualifications by the end of the school year will be dismissed from the school.
5. The school, because of limited resources, will recommend to parents of children with learning disabilities to have their child placed in a school which can address these special needs.
6. The Panel has the prerogative to override the academic qualifications if in their opinion the student is offering the school positive attributes that are obvious blessings to the school. It is assumed that the panel will have consulted with other staff to determine this ruling. This ruling should not be made if we are unable to provide a minimum academic program for the student.

Behaviour

A record of those students who display inappropriate behaviour will be established and disciplinary action will be taken in accordance with the established Discipline Policy. In many respects this problem will be evident in their level of achievement and their own personal relationship with God. The policies already established will be effective. As a Christian school there has been a tendency toward patience and the panel will be safeguarded by a multitude of counselors so that we do not move too slowly, nor do we act too quickly. It is important that a proper process is maintained in order to have a healthy respect for each person involved.

Spiritual

It must be remembered that this area of determining a student's continuance at the school will be the most difficult to "judge". The following list is not all-inclusive, but serves as general guidelines for the purposes of the panel. Behaviour may or may not be evidence of the spiritual walk of the student, but it is a good indicator.

1. Students must remain open to spiritual teaching that includes their approach to devotions, Bible class, and chapel.
2. Lack of participation in the above activities will be cause for concern.
3. Any evidence of mocking or making light of spiritual issues will be cause for concern (i.e. actions during worship that are obvious "imitations" of others).
4. One of the prime indicators of a heart is their response to authority. We all come under authority and this is a requirement of our school, but more important the Word of God. Students who do not adhere to this basic principle can not remain in our school.

Detention Hall

Habitual offenders of the rules and regulations of our school will result in an after school detention to be served by the student. Parents will be notified of this action prior to the date of serving such a detention and will be expected to pick up their child at the appropriate time. The school will determine the date and time of the detention. This form of discipline will occur for those students who exhibit behaviour that is an ongoing problem. This will include uniform violations.

Part IV. Operating Conduct

Biblical Principles for Conflict Resolution

It is our desire as a total school community to put into practice the biblical principles for conflict resolution. If any individual within our school community has a complaint about another individual within our school community about school-related matters then we would ask that you approach that individual first. If you are not satisfied after the session then the administration would be more than willing to approach the individual with you as a witness to help resolve the conflict. Confrontation can be difficult. Should you require counsel prior to approaching the individual, you may speak with the school administration.

We encourage you to reflect upon your role and your attitude in the situation before you attempt to resolve the conflict.

When you are the source of conflict:

Matthew 5: 23, 24 "Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift.

When others are the source of conflict:

Matthew 18: 15, 16, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won a brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"

Results of the Biblical Principles for Conflict Resolution

1. Gossip and slander cease.
2. Loyalty within the organization builds security. When each member within the organization knows that every other member is going to give only a good report about him/her unless he/she has been confronted in love, then a deep sense of security is developed.
3. Christians will edify each other.
4. The world will know Christ's pattern for resolving conflicts and this will help them see that the true mark of a Christian is that they love each other.

Expectation / Responsibility

Each person involved in the school, be it student, parent or teacher, has a certain role to play in the education of the student. The following expectations and responsibilities are given to ensure a clear understanding of what each group should expect from the school and each one's responsibilities to ensure success.

Student Expectations

1. To have Christian teachers, who will understand, care for and encourage them.
2. To have a Christian environment in which he may find a quiet and secure place to work.
3. To have proper language used by all associated with the school.
4. To be offered a place where mutual respect is evident amongst the students and staff.

Student Responsibilities

1. To respect all people and the possessions of others.
2. To conduct yourself in a Christ-like manner.
3. To present work in a neat and orderly manner.
4. Always to be found in the proper uniform and to be tidy in appearance.
5. To see that desks and student areas are neat and tidy.
6. To be prepared for each class, including completed homework, provision of gym clothes, and having the proper books and writing material.

Parent Expectations

1. The best possible Christian learning environment.
2. Fair and consistent enforcement of the rules of the school.
3. Notification when your child is having difficulty (academics or behaviour.)
4. Provision time for remedial help.

Parent Responsibilities

1. To communicate Christian values in all aspects of the school life.
2. To promote and be an example to your child of a positive attitude toward the school.
3. To teach respect for the rights and property of others.
4. To teach your child a courteous manner to both peers and the authority.
5. To ensure that there is proper supervision of the child's responsibilities to the school.
6. To comply with the various policies of the school.
7. To work with the staff in the area of academic or behavioural difficulties.
8. To follow the Matthew 18 principle in dealing with any conflicts.

Teacher Expectations

1. To have students who are prepared for the school day including the completion of homework and the provision of proper equipment (gym clothes, books, writing material).
2. To have students behave in the appropriate manner including manners and respect.
3. To have students who are self-disciplined (i.e. appropriate for the age level).
4. To have the positive support and co-operation of students, parents, and staff.
5. To have the support and leadership of the administration.

Teacher Responsibilities

1. To develop and present quality programs which meet the requirements of the Ministry of Education and reflect our Christian perspective on world events.
2. To manage their classrooms effectively.
3. To assist students who are experiencing difficulties, as well as stimulating those who are high achievers.
4. To be sensitive to the needs of students in all areas of the child's life.
5. To know and enforce the rules in a consistent and fair manner.
6. To be a role model of Christ-likeness at all times to students, parents, and colleagues.

7. To follow the Matthew 18 principle when dealing with conflicts.
8. To be a positive example to the students.
9. To communicate information on student progress and behaviour to students, parents, and administration.

Part V. Other School Policies

Your Business Is School!

We would like you to think of school as your place of work. As with any job there are certain expectations that must be met for you to be successful. These would include being on time, dressed appropriately, able to cooperate with those around you, having a proper understanding of how to relate to those in authority over you, being prepared for your day's tasks, meeting your deadlines, etc. If you can acquire these skills as a young person, you will be miles ahead of most of your peers who in a few years, will be competing with you in the job market. By developing this kind of solid character and discipline, we believe that you will have the foundation that will enable you to be successful and reach those goals that lie ahead of you.

How To Be A Success?

Our goal as a school is more than just to educate you with the required academic subjects, but rather to prepare you for life and the challenges that lie ahead of you. Naturally, as a Christian School, our emphasis will be on the spiritual since we believe as Paul wrote in 2 Cor. 4:18 that the unseen realm is more important than the natural since that which is seen is temporary, but that which is unseen is eternal. The best foundation that can be laid for any person is to know God and to have a personal relationship with Him through Jesus Christ.

There are other principles of success that may not sound so spiritual but are Biblically based. These include:

- developing a positive self image; knowing who you are especially as Christian young person
- knowing how to relate to other people
- having goals and knowing how to reach them
- having the right kind of attitude
- developing a work ethic
- knowing how to manage your time properly

Code of Conduct

One of the main characteristics of a private Christian School is discipline. We want to establish an orderly, disciplined environment since this is the very character of God. God despises chaos; so he expects His "children" to conduct themselves in an orderly manner.

One is not born a saint with perfect manners, but rather we were all born sinners. The essence of sin is independence from God; not submitting to God's laws and authority, or "doing your own thing". Manners and proper conduct do not come naturally but are learned. Learning to submit to your authorities is one of the most fundamental Biblical principles, which applies to every aspect of life. A rebellious person, one who willfully defies authority, will never be successful at school, at home, at work or at church (Heb. 13:7). For this reason it is essential that we are constantly examining ourselves to see if we truly have a submissive attitude.

We all know that God is perfect and does not make mistakes, but we as teachers and school administration relate to those authorities who are capable of making mistakes. If you feel that you have been unjustly treated by your human authorities the Bible clearly tells us how to handle it. First we are told to "turn the other cheek"(Matt. 5:39) which simple means to grin and bear it. This doesn't mean that a Christian is a "wimp", but rather, a Christian does not immediately respond to an unjust situation by striking back. Throughout Jesus' life, He was unjustly accused and persecuted which ultimately ended up with His crucifixion, and through all of this He learned obedience (Heb. 5:8). Secondly, in Matt. 18:15, Jesus teaches us that if someone has wronged us, then we are first to go to them privately to try and resolve the problem and if this does not work then to bring someone with you. Remember that it is not God's will for you to be constantly challenging those in authority above you.

The code of conduct is a minimum standard for behaviour. God's ultimate standard for all of us is to be like Christ. We are commanded by God "to walk like Jesus walked" (1John 1:12).

The general guideline for all behaviour should be one of respect, courtesy, obedience and love. Students are expected to treat all adults with courtesy. Such gestures as holding a door, stepping aside to permit them to walk by, responding in a polite manner when spoken to, and standing when they enter the classroom are expected.

Part VI. Standards and Expectations

A. Attitude Towards Authority

All people placed in authority in the school are to be shown respect by students. Respect will include being obedient to those in authority in the school. It also includes using the proper tone of voice when speaking to them. Students are also to stand when an adult enters the classroom.

B. Respect for Peers

Students are to treat their peers in a Christ-like manner and with the same respect they would want to be shown them. Teasing and gossiping is unacceptable. The uttering of a physical threat is considered to be a serious action, both by the school and the Law, and will result in immediate action.

C. Respect for School Property

All that we have as a school is a gift from God and should be treated with respect. Any student who willfully destroys or defaces school property will be required to repair or replace the property in question. A conduct report may also be issued.

D. Hallways

Students are not to be loitering in the hallways during class time. If they are not in a scheduled class, then they are to be in the designated spare room. At no time are students to run or roller blade in the hallways.

E. Classroom Atmosphere

Classrooms are areas in which a professional environment must be maintained. Students are expected to sit properly at their desks and to raise their hand and be acknowledged before speaking. Students are also asked not to chew gum in any classroom. Students should properly dispose of their gum before entering a class. Under no circumstances is a student to interrupt a class in session. If the student must speak with another student, he/she must go to the office where the secretary or an administrator will decide if an interruption is necessary.

F. Bus

The bus is considered school property and students are expected to adhere to school policies while on the bus. Profanity, teasing, eating, standing up and destructive behaviour will not be tolerated. Bus drivers are to be treated with the same respect shown to other adults in the school. Students who do not adhere to these expectations may lose bus privileges.

G. Lunchrooms

The school Lunchroom is designated for students to eat during the lunch hour. Food or drink is not to be taken into the resource centre, computer room, music room or science room. Students must also refrain from eating during class time.

H. Music

Music was created by God and is one of the most influential forces in our society today. Unfortunately, popular secular music presents a message contrary to the will and statutes of God. Such music is detrimental to the spiritual well being of the listener and is offensive to many Christians. Students therefore should not bring any clearly offensive secular rock, rap, or heavy metal MP3, CD's, music videos, clothing, posters, magazines or related literature to school. The school expects that parents will monitor their children in this area. Students found in possession of the items listed above may be issued a conduct report and a parent contact may be made.

I. Computer Games

Laptop computers are allowed in classes; however, it is expected that students will not be in possession of computer games of a questionable nature (violent, occult related, pornographic). Parents are asked to monitor their child's collection of computer games. Any student found in possession of an offensive game on school property will be issued a conduct report and parental contact will be made.

J. Electronic Device Policy

Cellular phones, beepers, MP3 players, and other personal cassette or CD players, as well as "Gameboys", hinder the social interaction of students and are a distraction, and are therefore not permitted to be used during the school day (inside the school buildings). Although there may be a need to have these devices NO headphones are to be worn during the school day. Cell phones may be used, but only outside the buildings. The main issue may be after school as students are leaving for the day. The school day is somewhat difficult to define by the clock (since some senior students may stay through for church activities) and therefore the general rule is that no such devices are to be used in the school buildings during the day.

K. Uniforms

There is a uniform policy at QCC, and students are expected to adhere to this policy. Students who are not in proper uniform (including wearing it properly) will/can be issued a Zero Tolerance Uniform Report. This form must be returned, signed by a parent, before the student is allowed back in class. If the problem can be addressed immediately, the student may return to class, but will be considered late. Continued disregard of the policy will result in a referral to the Disciplinary Panel of Teachers. The uniform is to be considered a school uniform, not a classroom only uniform and as such must be worn properly during the school day (defined as being in the school buildings).

L. Hat Policy

Hats are not to be worn inside the school building while the school is open. This applies to non-uniform days as well as to regular school days. Any student wearing a hat inside the building will have his/her hat confiscated for the remainder of the day.

M. Mutually Exclusive Relationships

During school hours, students are encouraged to nurture friendships with a wide range of their peers. Students are not to engage in a public display of romantic affection while on school property or during school hours.

N. Fighting

A student will receive a **minimum one-day suspension** for any physical aggression toward another student. This not only entails fighting, but any aggressive action that is displayed toward a fellow student that is deemed to be unwanted. In regard to any physical fight it will not be determined who started the action; both parties will be dealt with according to policy. Students who may be facing this kind of situation must seek out the help of a teacher and avoid any physical confrontation with the other student in order to avoid the consequence. Students carrying and/or using a weapon, or using an object as a weapon, will result in an automatic suspension.

O. Cigarettes, Narcotics and Alcohol

Any student found in possession of cigarettes or alcohol on school property or in the near vicinity of the school (defined as the local roads, parking areas, and malls) or during school hours will be suspended. The first offense will result in an automatic three-day suspension. A second offence will be expulsion. In addition, students who are not “caught” but have the evidence of smoking (i.e. smelling of smoke) may be prevented from entering the class if it causes offence to the teacher or other students. Possession of narcotics (illegal drugs) will result in automatic expulsion. Students should be aware that possession of narcotics is a criminal offense, and the school will contact the police in appropriate situations.

P. Possession of Occultic or Satanic Material

Satan is an active force in the world today, and he desires to destroy the work of Christ and His followers. As Christians, we must stand against Satan and his devices. Any Satanic or occultic materials, such as tarot cards, Ouija boards, symbolic jewelry, or Satanic/occultic literature found on school property will be confiscated and returned to the parents. Students in possession of these materials may be expelled.

Q. Attendance

Students are expected to arrive on time for all classes, including Chapel. When a class is missed, the student is to bring a parental note to the office the next day explaining the absence. If a student must leave during the school day, he/she must bring a parental note to the office before leaving. All unexplained absences are considered skipped classes and will result in parental contact and the issuing of a conduct report. Students who are late for a class three times will meet with the Principal and may receive a conduct report. Parental contact will also be made under these circumstances. *Students aged 18 or older should refer to the “Mature Student Policy and Agreement”.

R. Skateboards/In-line Skates

Due the potential dangers of the activity skateboards/in-line skates are not permitted on school property (which also comprises the church property). The exception to this rule would be if the activity were supervised as part of the Physical Education program.

Part VII. Policies for 2008-2009

Academic

Homework Policy

Students are expected to use specified class time and study periods to their best academic advantage. Completion of homework is an important element of the learning and evaluation process. Failure to complete homework assignments will result in marks being deducted from your assignment as per policy under Special Assignment (below).

Special Assignment / Project Policy

Assignments/projects are due in the specified class period on the due date. Students must be prepared to submit work during the period at the teacher’s request.

Minor Assignments

Assignments deemed to be minor in nature would result in a zero grade. Contact with the home is mandatory upon the second minor assignment not completed and handed in.

Missed Tests

Upon returning to school with an authorized note, the student is expected to approach the teacher so that arrangements are made to write the missed test within 2 days of the return. Zero marks may be given if the student does not initiate this.

Acts of Plagiarism and Cheating

The school takes very seriously any form of plagiarism or cheating. Plagiarism is simply defined as taking someone else's work and presenting it as your own. Cheating on a test or exam is simply defined as acquiring information, by any means, during the test/exam that would result in an advantage to the student in completing the necessary work. A full investigation would take place to determine that plagiarism or cheating had occurred. If found guilty, the student would receive a zero grade on the entire work.

Arrival at School

Senior students entering the school building should do so quietly and proceed to their first period class for quiet work. Noisy students will be asked to wait outside.

8:15 - 8:30 - Staff Devotions (halls and classrooms should be quiet)

8:45 - Classes begin - students who are not seated will be recorded as late

Attendance Policy

The student is required to attend ALL classes in ALL subjects. Absence from class may be excused for sickness, doctor's appointment, or other similar emergencies; but must be verified by a note by a parent or guardian. Students who fail to meet the attendance requirements will, undoubtedly, suffer in the evaluation process because participation and achievement cannot be fully assessed. Both attendance and active participation are important components of the evaluation process in all subjects.

Senior Students

15 absences in a semester whether verified or unverified may result in the removal of the student from the subject or school. The principal has the option to make an exception if the situation warrants it. Official school activities such as sport events will not be included in this total of 15 absences. Students are still required to catch up on the work missed that day.

1. 8 absences - contact the parent
2. 15 absences - Principal will decide if the student is eligible to receive a credit (110 hours required)

Classroom

1. Students are expected to enter the classroom in an orderly fashion and quietly prepare themselves for class to begin.
2. Students are expected to stand when an adult enters the room. This gesture shows respect to your elders.
3. Students should be courteous to each other as well as to their teachers i.e. talking back in class will not be tolerated. Differences in opinion should be resolved privately after class.
4. Only one person is permitted to speak at any one time in the classroom. It is rude to be speaking when someone else is speaking.
5. When answering a question, a student should raise their hand and give their response when the teacher indicates likewise. This helps to create a sense of order. On special occasions a teacher may have a brainstorming session where the raising of hands will not be required.
6. Gum chewing is not allowed at any time in any of the schoolrooms.
7. Eating or drinking is not permitted in the classroom unless the teacher has given specific approval.

Halls

Students should be orderly in the halls before, during and after school. Running and loud talking will not be permitted. Because our school is small sound carries throughout the whole building and may be disruptive to those who are in class or having a meeting before or after school. Loitering in the halls is not permitted at any time.

Leaving the School

Signing Out: Students in Grades 11 - 12 must sign out at the office when they leave the school property at any time during the day provided they are not missing a class or any other school function. Students are reminded of the importance of using their time wisely and efficiently. Students who have left the building are expected to return on time for their next class or else it will be recorded as a late and a penalty will be given. Signing out is a privilege. If abused, this privilege will be removed. Students in Grades 9/10 also have sign out privileges providing a note (one for the year) is on file at the office.

Students who must leave school early because of an appointment must notify all the teachers whose classes they will be missing. The student is expected to show their teachers a note explaining their absence as well as finding out what homework will be given that day.

After School: Students are asked to leave the school promptly if not involved in an extra-curricular activity. Please keep hallway noise down and the main foyer area clear for parents and guests entering and leaving our school.

Lockers

The homeroom teacher assigns each student a locker in September. The school reserves the right to access the locker at any time. The student is required to supply his/her own combination (Dudley) lock and submit the code to the homeroom teacher who will keep it on file in case of an emergency. Students are not allowed to access another student's locker at any time. Lockers are expected to be kept clean and orderly throughout the year. Lockers without locks will be emptied of their contents and placed into the lost and found. Writing inside or outside of the lockers is not permitted. Pictures inside the lockers must be in good taste and in keeping with our school standards. Please use magnets to hold up pictures as tape can remove the paint.

Lost And Found

Students should report to the school office to report a lost item or to retrieve one. We advise students/parents to **label** items in order to help return them to their rightful owners. Items that labeled will be returned to the owner. Students or parents cannot expect the school personnel to determine ownership of unlabeled items. If every article that is brought to school were to be **labeled**, we would be able to eliminate this department. However, recognizing that this is unlikely to happen, students may claim their items through the office. The School will not be responsible for any items that have not been claimed within two weeks. Students in Grades 9-12 leaving their school bags or musical instruments in the school hallway will be charged a **\$2.00** fee to receive it back.

Lunch Hour

All students must eat their lunches in their designated lunchroom. All students are expected to be at their desks and on time for their afternoon classes. Students who are excessively loud will be asked to leave the building. Students in grades 9 - 10 must provide a letter to the office giving them permission to leave the school property during lunchtime. (One letter is sufficient for the year).

Office

The school office is a place of business and students need to be respectful upon entering the office area. Students are required to address the staff in a polite manner and clearly state the purpose of their visit. Loitering in the office is not allowed. We will provide the necessary service for the students, but they need to understand we are not a pharmacy (to dispense medication), nor a bank (to provide change), nor a phone company (to provide communication devices), but rather a school office providing for their educational needs. The office welcomes students who legitimately require assistance. Students who require certain specific services (i.e. photocopying, overhead transparencies etc will be charged a small fee by the office).

Out of School Activities

Students are expected to conduct themselves in a respectful co-operative manner. They are to be dress according to the uniform policy unless specific alternative instructions have been given. Students are to remember that when they are on a field trip or some other activity that they are representing

1) their parents, 2) their school, 3) the Christian faith. This "front porch" effect is our most effective way of showing others how a Christian community can live out their faith.

Outside Establishments

Students who have sign-out privileges are expected to conduct themselves in line with the generally accepted behaviour policies of the school. We are in close proximity to other establishments and the code of behaviour needs to be high so that we are promoting good community relations. Failure to comply with the above may result in off-campus privileges being withdrawn.

School Trips

From time to time, the staff will organize field trips, and it is expected that students participate in these trips as part of the school program. On rare occasions, a parent may not wish their child to go on a particular trip. In this case the child must stay home for the day, as no alternate program will be provided. Information will be sent to you as the excursion date draws near. Parental permission will be required prior to the trip. Failure to provide the proper permission will result in the student not participating. Parental involvement may be required for supervision purposes and we welcome parents to volunteer and be a part of the program. We ask that all parent volunteers follow the trip requirements as a support to the teacher in charge. Due to the supervisory role of a parent, younger

siblings cannot be a part of the trip. Students are expected to conduct themselves in a respectful co-operative manner. They are to be dress according to the uniform policy unless specific alternative instructions have been given. Students are to remember that when they are on a field trip or some other activity that they are representing: 1) their parents, 2) their school, 3) the Christian faith.

Student Movement

The school operates from JK-Grade 12 and each division will have specific areas in which they will generally operate. Students must only be in their own designated areas unless they are on official business. This policy will ensure that the various divisions of our school remain distinct. Please refer to the map for the appropriate areas.

Study Hall

A Study Hall is available for students who have spare periods on their schedule or who may be taking an independent course. Students are expected to use their time wisely during these periods. Loitering in the halls or other areas of the school will not be allowed. Students may choose or need to work in other areas of the school, however, a student who habitually is found to be wasting their time will be required to go to Study Hall where there would be formal attendance taken.

Use of Gymnasium

No student may engage in sports activities in the gym unless a teacher is supervising the activity.

Uniform Policy

As a school we have adopted a uniform policy. We expect that all our students wear their uniform in a proper manner. If you are wondering if something could be worn that is not mentioned in the policy below then it is best to ask first before wearing it.

Reasons for having a Uniform Policy:

1. Helps to eliminate competition amongst students with regards to their clothing.
2. Helps to eliminate any differences because of social and economic backgrounds.
3. Helps to create a "business like" atmosphere in the school.
4. Helps you to focus in on the internals as opposed to the externals.
5. In the long run it is less expensive.

As a Christian school we believe that the spiritual part of us is the most important. Every generation of young people have had their own fads in music and clothing. Although the pressures are great to conform to the latest fad we feel that it is more important for us to conform to the standards that God has given us.

GIRLS (GR 9 - 12)

- ***crested white oxford shirt** (short sleeve or long sleeve)
- ***crested white princess blouse** (cap sleeve or long sleeve)
- ***crested navy v-neck pullover, or *crested sleeveless vest**
- ***blackwatch kilt (length not to exceed 2" above knee)**
- ***grey Halperns pants**
black or navy socks, knee socks, tights, or hose
solid black shoes NO other colours visible

BOYS (GR 9 - 12)

- ***crested white oxford shirt** (short sleeve or long sleeve)
- ***crested navy v-neck pullover, or *crested sleeveless vest**
- ***blackwatch tie**
- ***grey Halperns pants**
black belt
black socks
solid black shoes NO other colours visible

IMPORTANT

1. Uniform is to be neat, clean, properly sized, and worn appropriately.
2. White oxford shirts **MUST** be tucked in at all times.
3. If undershirts/camisoles are worn, they must be **WHITE** only.
4. Pants must be worn with a black belt.
5. Pants must be the correct size for the wearer. No sagging pants.
6. JK – Gr. 3 students wearing a belt must wear a black belt.

7. Items marked with an asterisk (*) **must** be bought at Halperns.
8. Ties must be worn properly (i.e. properly fitted at the collar).

Students are expected to be in full uniform at all times. Students are not to be in class unless they are in proper uniform and it is being properly worn (zero tolerance). Students must be dismissed from class until the problem is solved. Uniform issues (i.e. wrong shoes), which cannot be remedied will result in the student having to call home or find a solution to the problem. A “**Grade 4 to 12 Uniform Violation**” will be issued and this must be signed by a parent before the student is allowed back in for the next class. Chronic problems with how the uniform is being worn will also result in the issuance of a report. In this case a student will not be permitted back in class even though he/she is able to correct the problem. If a student is late to class because they had to make adjustments to their uniform, they will be recorded as an unauthorized late. A student who is absent because of a uniform violation will be recorded as an unauthorized absence. In addition, a student may receive an OFFICE REFERRAL REPORT if the problem is ongoing even with the proper contact with the home through the **Grade 4 to 12 Uniform Violation** form. The uniform is to be considered a school uniform, not a classroom only uniform and as such must be worn properly during the school day.

Personal Appearance

A Christian is to be an expression of Christ to the world. We then, as a Christian school, want our students to reflect an outer appearance of modesty. Modesty means "orderly, well-arranged, decent." It speaks of harmony and neatness, like the order in God's created world as opposed to "chaos". It is the inward life expressed in outward behaviour and dress.

- **Kilts** - Kilt length must not exceed **2** inches above the knees. They must be purchased at Halpern’s. It is suggested that girls wear black or navy “bike style” Lycra shorts under their kilts.
- **Grooming and Accessories** -
 - Girls wearing make-up and nail polish must be modest in appearance.
 - Hair may be only natural colours and must be well groomed.
 - For boys, hair below the collar is not allowed. In addition, hair that is consistently long in the front will not be tolerated.
 - Jewelry is to be modest. Visible body piercing is not allowed (including tongue piercing), except for earrings for girls. Earrings must be on the small side (large loops or long earrings are not acceptable). Tattoos are not to be displayed.
 - At no time shall students wear any article of clothing, jewelry or make-up or carry any item (i.e. notebook, folder, backpack or in locker) that displays an offensive quality or slogan or that does not support the values, rules or philosophy of QCC.

Repeated violations will be treated seriously and appropriate steps will be taken to maintain the standards of our school.

*The school cannot dictate to the individual whether or not piercing is done, but we will hold to the standard that jewelry of this nature cannot be worn during school hours (including bus travel and during off-campus activities, including the lunch hour). **Special Note:** students must take into consideration the healing time of such piercing, since the necessary retainers during the healing process will not be allowed.

Visitors

All visitors must register in the general office upon arrival at the school. Visitors to the school must have prior permission and the visit will be confined to the lunch hour period. In most cases, visitors are here because their school is not operating on the particular day and therefore they are here for social reasons. In light of this fact, visitors **will not** be permitted in the classrooms.

Vital Information

It is imperative that you keep our office informed of any changes regarding home address and phone number and business numbers. This would also apply to the emergency number information.

Part VIII. Guidance Information

Guidance Program

The Guidance Department provides services in the following areas:

Counseling

Academic: It is our goal that each student in Grades 9 - 12 meet formally with a Guidance Counselor at least once each semester to discuss educational plans and goals.

Personal: Students are encouraged to meet with a Guidance Counselor or another staff member at any time. Staff members are encouraged and expected to take a personal interest in the lives of their students. Staff members view this involvement as a fundamental component of their service to the students. Individuals that require extended counseling will be asked to seek the advice of a professional counselor.

Testing

Students are required to write and successfully pass the Ontario Secondary School Literacy Test as part of their OSSD graduation requirements.

In addition to the above services, the Guidance Department processes all applications to post-secondary institutions and seeks to educate parents so that they are able to counsel their children wisely when it comes to academic decisions. Visits from University/College Liaison Officers are arranged each fall.

Curriculum Development and Accessibility

The courses offered by this school have been developed according to the requirements of the Ontario Ministry of Education. Detailed courses of study for all subjects are kept on file in the school office and are available to all parents for their perusal at any time.

Evaluation and Examinations

Each student from Grades 9-12 takes part in formal examinations. Our evaluation of each student is a daily one with great emphasis being placed upon daily performance. As a result, a large percentage of each student's final grade is assigned to term work. This percentage could be as high as 70%. The final examination (30%) seeks to consolidate all of the material studied. The student's report card is sent home four times per school year for grades 9-12 and comments and each teacher personally writes in grades. Teachers are available at any time for parental interviews and teacher-parent interviews are scheduled throughout the year. Final examinations are expected to be written at their scheduled time and a doctor's certificate will be required for any examination not written at the designated time. Teachers will be contacting the home when they feel it is necessary. The school is also expecting the parents to be monitoring the student's progress, and informing the teachers of any concerns or irregularities. It is our hope that home and school are able to develop a co-operative and supportive relationship with each other.

Part IX. Mature Student Policy and Agreement

Mature Student Policy (For students 18 years of age or older)

As a school, we believe that the primary responsibility for raising children lies with the parents (Deuteronomy 6:6) and it is our desire to respect this principle. We also believe that the positive counsel and influence of parents in their child's life can and should extend past the age of 18. It is also our intention to respect the rights that have been extended to 18 year olds by our society and to support the home as they help the student to take more responsibility for their educational and personal future. Therefore, the following Mature Student Policy and Agreement will be in effect for those students who are 18 years of age or older:

1. The Student has the responsibilities of any other student as outlined in any official school forms or handbooks, as well as any exceptions that are extended by the school to older students.
2. Once the student turns 18 years of age, the school is willing to then dialogue directly with the student in all academic, spiritual, and personal areas provided that both the student and the parents agree and that they both sign the Mature Student Agreement.
3. If either the parent or the student does not sign, then the school will continue to discuss any concerns with the parents.
4. If both the student and the parent sign the Agreement, but the student's performance is suffering in any area, then the school will contact the parents. The school believes that it has a moral responsibility to contact the parent at any time.
5. If the Agreement is not signed or submitted, the school will continue to contact the home.

MATURE STUDENT AGREEMENT

Student Name: _____

Date of Birth: _____

I have read the Mature Student Policy. I agree to allow the school to dialogue directly with the above named student in all academic, spiritual, and personal areas. I understand that if the student's performance is suffering in any area, then the school may contact the home directly.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

