



# PARENT / STUDENT HANDBOOK

**FELLOWSHIP  
CHRISTIAN**  
*School*

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## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

Welcome to the Fellowship Christian School family!

This handbook has been prepared to be used as a guide and to give clear direction to both parents and students. The purpose and structure of our school is such that parents and supporters are actively involved in our school in various ways - at the board and committee levels, during the day at school, and in a variety of support roles. This handbook is one part of the communications needed between home and school. Please read it carefully and completely and keep it readily available for reference during the years. It is important that students see the guidelines as a pattern for successful living from God's perspective.

Jesus saw each person as a total person and met his/her needs - spiritual, intellectual, social, emotional and physical growth. We will strive to follow our Lord's example and view the whole of a student as important.

The purpose of a Christian school education is to assist parents in helping their children to develop a fuller understanding of God - not conforming to the world but conforming to God - bringing their children up "in the training and instruction of the Lord" (Ephesians 6:4).

All subjects of our school are presented ultimately to glorify God. Mathematics is taught to show the orderliness of God's world. Science is taught to show the handiwork of God. History is presented as His - story. Reading is basic to the child learning to read and study about God independently. Music skills provide another way for people to praise Him.

It is our prayer that with the Lord's strength, power, and love, each child attending Fellowship Christian School will receive a quality elementary education. Please pray for us, as a staff, that this goal may become a reality in the lives of the children. We will pray for you as parents that God will give you strength to fulfill the responsibility of rearing the children He has given you.

### **1.2 SCHOOL OBJECTIVES**

General purposes of the school can be broken down into a series of definite objectives. Teachers pray, model, and work together to reach these objectives. Objectives of Fellowship Christian School are:

1. To provide a quality education, Biblically based and Christ centred.
2. To teach the knowledge and skills required for future study and/or for occupational excellence.

3. To teach the student to strive to achieve an individual level of excellence, working within his/her God-given abilities.
4. To teach the student to work independently and co-operatively.
5. To develop the creative skills of the student.
6. To develop an appreciation for the fine arts.
7. To develop desire and discretion in wholesome physical and mental recreation.
8. To teach our Canadian heritage and the current problems facing our country and the world.
9. To show the student his/her present civic responsibility as a Christian citizen of our community, province and nation.
10. To develop effective communication skills of the student.
11. To teach the student to think for himself/herself and to stand up for his/her convictions in the face of pressure.
12. To teach the student to be able to relate with non-Christians and with Christians who hold differing views.
13. To teach the student that he/she is God's unique creation, designed with a special role in God's plan and therefore has dignity and self-worth.
14. To teach Christ-like attitudes and social behaviour.
15. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
16. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ as Saviour.
17. To teach that God is the Creator and Sustainer of the universe and of man.
18. To teach that the Bible is the only, true Word of God. It is practical and essential.
19. To teach that growth in the Christian life depends upon fellowship with God through Bible reading, prayer, service and Scripture memorization.
20. To teach the urgency of world missions.
21. To teach the application of Biblical principles to every part of daily life.

### 1.3 HISTORY

K-W Fellowship Christian School Association began with the vision of several pastors and parents from congregations belonging to the Fellowship of Evangelical Baptist Churches in Canada (Fellowship Baptist) located in the Kitchener-Waterloo area.

On Thursday, January 15, 1987 a group of 116 interested people met at Benton Street Baptist Church in Kitchener, Ontario to discuss the possibility of starting a Christian school in the Kitchener-Waterloo area. At that meeting a Steering Committee composed of members from each of the five Fellowship Baptist Churches in the K-W area was formed to further investigate the possibility of beginning a Christian elementary school by the Fall of 1987.

The Steering Committee met weekly until June 4, 1987 when an Establishment Meeting was held for Fellowship Elementary School.

On Wednesday, September 9, 1987 Fellowship Elementary School opened its doors for the first time with 22 students enrolled in Junior Kindergarten through Grade Five, representing 13 families. The school began operations the first year with 2 classrooms, each staffed with a qualified teacher.

The name Fellowship Elementary School was changed to K-W Fellowship Christian School Association and was legally incorporated on September 16, 1988. At this time it was also registered with the Federal Government as a charitable organization providing the right to issue receipts for donations for income tax purposes. The school was duly registered by the Ministry of Education as a private school within the province of Ontario.

Since the fall of 1987, Fellowship Christian School has continued to provide a Biblically-based education with high academic standards to children in the K-W area. It has grown both numerically as well as in outreach to the Christian community.

The school association has expanded its membership within the Christian community to include families from an average of 20 different local congregations within the greater K-W area.

Numerically, the number of students gradually increased to a total of 42 enrolled in 1990-91 and 60 by the start of the 1991-92 school year. As the number of students increased, so the number of classrooms grew also. In the 1991-92 school year four classrooms were in operation for regular classes as well as rooms for French instruction, library, full-size gymnasium and an office/staff room. Each year a grade was added until the full complement of Junior Kindergarten through Grade Eight was reached in 1990-91. Secretarial and administration staff were also added.

FCS changed location in October 2000. This change was a result of continued growth at Erb St. combined with a generous donation of a modular school building. Property was purchased on 'old' Glasgow St. in Kitchener on the West side of the City. The extensive work of erecting the building and relocating was engaged and the FCS community pulled together sacrificially giving and laboring to successfully transition to its current location on a beautiful property surrounded by wet lands and farmer's fields.

More big changes occurred in 2012-2013 when FCS transitioned to the Classical Christian model of education. This resurging movement based on the Lost Tools of Learning by Dorothy Sayers and implemented by Douglas Wilson in the 1980's has been a providential revolution in the Christian Education movement. God's people have been moved to restore the time tested best practices of child formation and we are excited to see the new heights our students will attain by God's grace, as they are better prepared to face the challenges that lie ahead.

Fellowship Christian School has continued to pursue the original mission and purpose:

**“to provide a high-quality,  
Christ-centred education, working together with the home and  
local church to nurture our students' intellectual, spiritual, social,  
emotional and physical growth.”**

#### **1.4 ORGANIZATIONAL STRUCTURE**

The K-W Fellowship Christian School Association (commonly known as Fellowship Christian School) is composed of an Association of parents and other interested individuals who have met the requirements for membership (Born Again member in good standing of an Evangelical church). These members have full voting rights within the association. Two Association meetings are held each year, one in the fall and another in the spring. At these meetings, a budget is approved, the Directors are elected and other business is dealt with.

The Board of Directors is composed of members in good standing of the Association, with no more than 1/3 of the directors elected from a specific congregation.

The Board of Directors oversees the work of the various committees of the school. These are: the Education Committee, Finance Committee, Membership Committee, Facilities Committee, Promotion Committee, Fundraising Committee and others formed on a temporary basis for specific tasks. Committees are composed of members from within the Association at large and report regularly to the Board of Directors as well as to the entire Association at the fall and spring membership meetings.

Fellowship Christian School encourages parental involvement on Committees, in fundraising, and in many other volunteer capacities. The Fundraising Committee is one group that functions to help the school in many practical ways.

The school is a community of families, from varying backgrounds and economic situations, working together toward a common goal --- to provide an education for their children that is both Christian and academically excellent. As we work with one another and pray together the Lord is continuing to enable us to achieve this goal.

## **1.5 DOCTRINAL STATEMENT, STATEMENTS OF PURPOSE AND MISSION**

Revised April 2007

### **The Bible**

Throughout history God has revealed Himself in a variety of ways, and God has preserved the substance of this revelation in the Bible. When we say the Bible, we mean the sixty-six books of the Old Testament and New Testament. These books were written by divinely chosen authors as they were prompted and guarded by the Spirit of God. Although those writers were genuine authors and in most cases not just secretaries taking dictation, the work of the Spirit was so complete that everything written in the biblical books taught the truth without any errors.

Strictly speaking, this inerrancy of the Bible applies to its books as originally written but we can be confident that we have the original text of the Bible in the copies and translations we possess today because God has preserved those writings. In any attempt to define what we ought to believe or how we ought to live, only the Bible can be used as a final authority. Traditional interpretations of the Bible and confessions of faith are useful guides, but they are always open to correction based on further study of the Bible.

(Matthew 5:17-18; John 16:12-15; 2 Timothy 3:16-17; 2 Peter 1:20-21)

### **God**

There is one, and only one, God who is the creator of this universe. God, who is a God of love and justice, has always existed and will always exist. He is the ultimate authority over all persons and things, and He answers to no higher being or principle. In biblical terms we affirm that He is holy, which means that He is in every way unique and in a category all His own, free from all the limits and imperfections experienced by creatures. In both the majesty of His being and the moral purity of His nature and action, He is uniquely perfect. Although God is one in His being He exists eternally in three divine persons: the Father, the Son, and the Holy Spirit. The idea of the Trinity is a mystery beyond our full comprehension, but we are compelled by the witness of the Bible to affirm it.

(Genesis 1-2; Deuteronomy 6:4-5; Matthew 28:19-20; 2 Corinthians 13:14)

### **Jesus Christ**

The supreme revelation of God is found in Jesus Christ, the God-Man. The Son of God is a fully divine person of the Trinity who has existed eternally. In order to save human beings He added to His divinity a full and perfect human nature and became Jesus of Nazareth. Jesus was miraculously conceived by the power of the Holy Spirit in the womb of a Jewish virgin, Mary. He lived a sinless life in obedience to God the Father and His obedience culminated in His death as a payment of the penalty for the disobedience of sinful humans. God vindicated Him when he raised Him bodily from the dead, and He ascended to heaven where He is free from the limits of this world. He now intercedes with the Father for us who believe, while we await His personal return.

(Matthew 1:18-23; John 1:1-18; Romans 5:12-19; 1 Corinthians 15:1-8)

### **The Holy Spirit**

The Holy Spirit is a fully divine person of the trinity who has existed eternally. The Spirit makes the work of Jesus Christ effective in us by convicting us that we have sinned against God, that we therefore fail to meet God's standard for human life, that we are subject to God's judgement for that reason, and that Christ is the answer to our need. Christ gives the Spirit to indwell all those who believe in Him, and the Spirit gives to believers a new spiritual ability to understand God's Word and live in obedience to it. By indwelling us He sets us apart as God's children, He continues to transform us into faithful followers of Christ; so in the end we can be fully like Christ. (John 7:37-39; 14:16-17; Romans 8:9; 1 Corinthians 12:13)

## **Satan**

Satan (also called the Devil) exists as an evil, personal, spirit-being who opposes the work of God in the world. Although created as a good, angelic being, he originated rebellion against God and continues to use his real but limited power to oppose all that would serve the glory of God and the good of humanity.

(Genesis 3:1-15; Job 1:6-12; 2 Corinthians 11:13-15; 1 Peter 5:8-9)

## **Creation**

We believe that God created the universe by the power of his word. We believe in the historic happening of creation as revealed in the word of God; the creation week being comprised of seven literal days. (The model for our existing seven day week.)

(Deuteronomy 5:12; Genesis 1-2; Mark 10:6)

## **Humanity**

Human beings were created by God to be like Him. This is necessary in order to be in relationship with Him. They serve as God's visible representatives in the exercise of responsible dominion over the created world. Our first parents Adam and Eve sinned by disobeying an explicit divine command and thus brought ruin on the human race. The Bible describes this ruin in terms of "death": spiritual, physical and eternal death. Spiritual death involves corruption at the core of our being, so that human beings are by nature totally incapable of pleasing God. Physical death is the destiny of all humanity. And ultimately eternal death involves permanent separation from God as the destiny of all those who refuse to repent and respond to God's offer of grace.

(Genesis 1:26-27: 3:1-24; Romans 5:12-19: Ephesians 2:1-3)

## **Salvation**

Although God could have left all human beings in their sin and guilt, in love, He freely and graciously chose to deliver us from our ruined condition. He provided his eternal Son to become human in order to save us. Christ's saving work focused on His death, in which He bore the penalty, which is justly ours. Thus satisfying the demands of God's moral law and turning away the wrath of God, which is poured out on unrepentant sinners. God signified His approval of Christ's work by raising Him from the dead and exalting Him as Lord in heaven. On the basis of this work of Christ on our behalf, God accepts as perfectly righteous all those who trust in Christ who died and rose again. We come to believe in Christ because God does a special work of grace to overcome our sinful disposition and draw us to Himself. Then God continues this work of grace; so that those who have been drawn to faith in Christ can be preserved in faith and salvation and enter into the perfect conditions of eternal life in the age to come.

(John 6:35-40: Romans 3:19-26; 8:28-30; 1 Peter 1:18-23)

## **Future Things**

We believe that Jesus Christ will return personally, bodily, and gloriously, just as He promised and His apostles affirmed. In the end, Christ will raise from the dead all who have ever lived, and He will declare God's perfect judgment concerning every person. Those who have been saved will live eternally in the perfect renewed creation, and those who have been unrepentant will exist eternally in the conscious punishment of hell.

(Matthew 25:31-46; John 5:28-29; 1 Thessalonians 4:13-18; Revelation 20-22)

## **PURPOSE STATEMENT**

In recognition of the fact that children are a heritage of the Lord (Psalm 127:3), the purpose of Fellowship Christian School is to provide an educational program with a DEFINITE Christian point of view.

The basic purpose of this program is to expose students to the centrality of God in all of life. Each student is challenged to develop spiritually (Luke 2:52). When God's truth permeates all aspects of learning, the student experiences a profound sense of personal worth and develops a thoroughly Christian perspective on life.

Although each has a distinctive function, the home, the church and the school comprise the caring community based on the Christian faith which integrates that faith into the learning process. They embrace a lifestyle which fosters the development of a Christian mindset encompassing social conscience, a sense of justice, and service to God, others and one's self.

# MISSION STATEMENT

The mission of Fellowship Christian School is to provide a high quality, Christ-centred education, working together with the home and local church to nurture our students' intellectual, spiritual, social, emotional and physical growth.

## 1.6 PLEDGES- PARENT'S PLEDGE, STUDENT CODE OF CONDUCT

Copies of the pledges are included in the handbook to remind the parents and students of their responsibilities and commitment to work with the school in all areas.

### PARENT'S PLEDGE

The Parent's Pledge is designed to make parents aware of their role in the home-school co-operative effort for the education of their children. It is essential for the home and school to put forth a united effort in order to develop the highest potential in a child through the educational process and philosophy of the school. The Parent's Pledge is, therefore a promise to work with the school in the education of their children.

1. We, as parents who have accepted the challenge to "train up a child in the way he should go" in our home, shall place our trust in this school to extend that training.
2. We are in agreement with the Statement of Faith, Statement of Purpose and curriculum of Fellowship Christian School.
3. We hereby invest authority in the school to discipline our child as necessary, in accordance with the school's Discipline Policy.
4. We understand that compensation will be paid to cover damage to school property (including but not limited to, breakage of windows, abuse of books and equipment etc.) by our child.
5. We pledge our loyal support to the school, through prayer for the staff and students, attendance at meetings and parent functions, and by assisting in voluntary responsibilities.
6. We agree to fulfill our tuition commitments, according to arrangements made in consultation with the Finance Committee.
7. If we become dissatisfied with Fellowship Christian School in any respect, we will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in our hearts. Matthew 18:15-20.
8. We agree that, if for any reason, our child does not respond favourably to the school, we will not try to change the school to fit their needs, but will withdraw them without delay. (Six weeks are adequate for most students. The student who has not adjusted by the end of twelve weeks should be withdrawn.)

# STUDENT CODE OF CONDUCT

**“And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment. And the second is like, namely this, Thou shalt love thy neighbor as thyself. There is none other commandment greater than these.” Mark 12:30-31**

## **My relationship with God:**

- I will speak of God in respectful ways.
- I will encourage a close relationship with God in others as well as myself through Bible reading, prayer, sharing, etc.
- I will promote and encourage Christian lifestyles in others and myself.
- I will do my best to develop my God-given talents and gifts.

## **My relationship with those in authority**

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me, even when not being watched.
- I will encourage respect by others to those in authority.
- I will submit immediately to those in authority over me.

## **My relationship to others**

- I will be respectful of others and seek to help rather than to harm.
- I will communicate to others properly and not use unkind language towards others.
- I will encourage everyone to feel included in school activities.
- I will encourage others to develop their God-given talents and gifts.
- I will be ready to forgive and ask forgiveness, and to ask for God’s help.
- I will respect other’s property.

## **My relationship to school property**

- I will respect school property by treating it as my own.
- I will report any damage done by others or myself. I will volunteer to pay for damages if I am responsible.
- I will accept responsibility for the cleanliness of the school and grounds.

I understand these are the expectations of the school and if I don’t keep these rules there will be consequences.

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**(SIGNATURE)**

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**(DATE)**

Proverbs 3:1-2

**“My son, forget not my law; but let thine heart keep my commandments: For length of days, and long life, and peace, shall they add to thee.”**

**PERSONAL LIFESTYLE & MORALITY STANDARDS  
EXPECTED OF CHRISTIAN STAFF, MEMBERS, & VOLUNTEERS  
OF FELLOWSHIP CHRISTIAN SCHOOL**

Conduct should comply with Fellowship Christian School's policies where stated, endorse the Christian commitment of the membership and be a positive example for the people we serve. Each person teaches by example; therefore, they may not use tobacco or illicit drugs or be perceived as endorsing their use and not be given to drunkenness. Similarly, we hold life to be sacred and the family model, as endorsed by Jesus as fundamental.

While not limiting examples in inappropriate behaviour deemed to be contrary to the teaching of Jesus and His followers as recorded in the New Testament, Fellowship Christian School does reject conduct such as:

1. Extra marital sexual relationships (adultery)	Exodus 20:14 – You shall not commit adultery.
2. Pre-marital sexual relationships (fornication).	1 Corinthians 6:13(b) – The body is not meant for sexual immorality, but for the Lord, and the Lord for the body.
3. Reading or viewing of pornographic materials.	Psalms 101:3 – I will set before my eyes no vile thing.
4. Homosexual relationships.	Leviticus 18:22 – Do not lie with a man as one lies with a woman; that is detestable.
5. Theft, fraud.	Exodus 20:15 – You shall not steal.
6. Physical aggression.	Colossians 3:5 – Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry.
7. Abusive behaviour. 8. Sexual assault/harassment.	1 Thessalonians 4:3-6 (a) – It is God's will that you should be sanctified: that you should avoid sexual immorality; that each of you should learn to control his own body in a way that is holy and honourable, not in passionate lust like the heathen, who do not know God; and that in this matter no one should wrong his brother or take advantage of him.
9. Lying and deceit.	Exodus 20:16 – You shall not give false testimony against your neighbour.

As being incompatible with effective Christian ideals, standards and values. Such behaviour may be just cause for dismissal as it fails by example to confirm a personal commitment to the teachings of Jesus, and is incompatible with the goals and objectives of Fellowship Christian School. (1 Corinthians 5:11 --But now I am writing you that you must not associate with anyone who calls himself a brother but is sexually immoral or greedy, an idolater or a slanderer, a drunkard or a swindler. With such a man do not even eat.)

Staff, members, and volunteers must indicate their understanding and commitment to the validity and personal acceptance of the above.

\_\_\_\_\_ (Signed) \_\_\_\_\_ (Dated)

## 1.7 SCHOOL CALENDAR

Please see the school calendar that will be sent home at the beginning of school each year.

The school reserves the right to designate one other day as a Professional Development Day throughout the year.

## 1.8 AFFILIATION

Fellowship Christian School is recognized by the Ministry of Education as a registered private school within the province of Ontario. Fellowship Christian School is a member of the Association of Christian Schools International, the National Institute for Learning Disabilities, and the Christian Athletic Association of Southern Ontario.

## 1.9 SCHOOL INSURANCE

School insurance is provided by the school for students, teachers and volunteers during all school activities, on or off campus. Additional 24 hour coverage is available for those who wish to purchase it.

## 1.10 GENERAL SCHOOL PROCEDURES

Please conduct all school business, phone calls, etc. by contacting the school office between 8:30 a.m. and 4:00 p.m. Teachers should not be called out of their classrooms during instructional periods unless there is an emergency. Unscheduled conferences cannot be held during school hours. Scheduled appointments may be arranged for at convenient times. All appointments should be cleared through the office.

**Please do not drop in after school or before school starts to talk to the teacher without booking an appointment.\***

When a problem arises, this should first be discussed with the teacher involved. In most cases this contact solves the problem. If no satisfactory solution is reached, then the Principal is to be contacted. If the Principal cannot resolve the problem, the matter should then be taken to the Education Committee. Careful adherence to this policy will eliminate many misunderstandings. Make every effort to respect and honour the chain of command system set down in Matthew 18.

\*All parents or visitors must check in at the office before proceeding to the classroom.\*

## **1.11 TUITION PAYMENTS**

Parents are **required** to pay their tuition to the school to help cover the costs of providing schooling for their children. The amount of the tuition will depend upon the number of children in the school from the family as well as the family's ability to pay. Regular payment of tuition according to the schedule arranged is important for the continued functioning of the school. If a family is unable to meet their tuition commitment due to a change in their financial situation the finance committee needs to be consulted.

For the smooth functioning of the school it is requested that tuition be made on the first or mid month of each month beginning September 1. Use of the EFT program is required unless another arrangement is made with the finance committee.

## **1.12 RE-ENROLMENT**

Re-enrolment notices should reach the parents at least one month in advance of the re-enrolment date. A reminder should be sent to the parents just prior to that date.

Failing to re-enrol may result in your child(ren) being put on a waiting list.

## **1.13 SPECIAL TESTING**

When special educational problems are apparent in a child, parental approval may be sought by the school for special testing. The cost of such testing is the responsibility of the parents.

## **2.0 ACADEMIC PROGRAMS**

### **2.1 CURRICULUM**

A memo will be sent to each home every Friday. This will help communicate information relevant to that week. Interest in the topics being covered is appreciated. Parents should give the necessary guidance to their child to assure that assignments are completed on schedule. Particular attention should be paid to the memory verses given each week. Questions are welcomed if further details are desired.

### **2.2 STUDY HELPS - HOMEWORK**

Drill of math facts, sight words, and Bible memory work on an individual basis is best accomplished at home.

Incomplete class assignments will be sent home when sufficient in-class time has been given. Specific assignments or projects will also be required for completion at home as necessary. Little homework is assigned until Grade 3. The amount of

homework usually increases thereafter with each grade level to a maximum of 1 1/2 hours per night in Grade 8.

Students with incomplete homework or daily assignments not completed within 24 hours, shall be dealt with by the teacher on the first offence and, thereafter, the parents shall be notified and expected to co-operate and aid in checking that work is completed.

Students should consider studies important for their growth, applying themselves to their studies as unto the Lord. Learning to love what is good, true and beautiful will set their heart attitude aright. Listed below are some practical helps:

1. Schedule a regular time of study and start promptly without delay. It is recommended that families set aside a period of time each night that is designated "**Mandatory Homework Time**". At this time each child in the family is expected to work on homework assignments, studying, review, or other school-related work. Instituting a mandatory homework time each night fosters the development of good work habits and eliminates much of the conflict between parents and children that frequently occurs over homework.
2. Collect all materials you will need and set aside anything which will distract your concentration.
3. Study in a quiet place where you can settle yourself to the work.
4. Before beginning your work commit your study time to God in prayer. You are His child and you are studying to honour Him. If you are a believer He has given you the Holy Spirit to lead you into all truth; place this time and yourself into His hands.
5. Concentrate on the work and refuse to entertain irrelevant thoughts.
6. Budget your time to cover all of your studies.
7. Skim over the whole assignment to get the main points. Re-read for details.
8. Outline, write topic sentences, make brief notes.
9. Study the examples, charts and footnotes.
10. Use your dictionary for words not understood.
11. Review your study.
12. Do your own independent research and study topics which are related to your class assignments. Be serious.
13. Do your own work. Do not ask for help unless you feel that you are unable to do the work.

14. Be dissatisfied with any effort which falls short of your God-given ability.  
Work up to your potential.

### **2.3 MAKE-UP WORK**

When a student is absent for illness or for any reason, the make-up work should be completed upon return to school or as soon as possible. Students may get their assignments upon return to school. However, if possible the home should contact the teacher and be responsible for getting the work being missed, particularly if an extended absence is anticipated.

### **2.4 UNSCHEDULED HOLIDAYS**

Teachers shall not be required to prepare detailed work for students who are taken out of school for *unscheduled* holidays. Unscheduled holidays should be discussed with the teacher and principal. A "Parental Request for Temporary Absence" form must be completed by the parents indicating the dates of absence and return to school. Parents are reminded that extended periods of absence may jeopardize a student's year.

### **2.5 LIBRARY POLICY**

Students will have opportunity to visit the school library during regularly scheduled class library periods.

Books must be signed out and returned within two (2) weeks. Encyclopedias and reference materials may be taken out overnight only. Classroom teachers will look after the library cards for their students.

Lost or damaged books must be replaced with the same book or a reasonable substitution as arranged by the administration.

# GUIDELINES FOR EVALUATING RESOURCE MATERIALS

At Fellowship Christian School it is our desire to please the Lord in "Word, Thought and Deed." In order to help us accomplish this goal it is important that our resources are God honouring. Satan's influence can be blatant or subtle, and we must ask God for direction and wisdom as we read and evaluate resources for our school.

1. The content of the material must be compatible with God's Word.
2. The content of the material must be compatible with the Statement of Faith and Educational Philosophy of Fellowship Christian School.
3. We seek to use Christian resource materials, i.e. Christian authors, Christian school publications, when available and/or appropriate.
4. Other Christian schools and associations may be consulted regarding the material under consideration.
5. The content of the material must be current.
6. Materials will be reviewed by mature Christians who understand and are committed to the Statement of Faith and Educational Philosophy of Fellowship Christian School, who practice regular devotions and are "in tune" with the Holy Spirit who gives discernment.
7. Social behaviours and attitudes must be dealt with in a manner compatible with the teaching of God's Word.

The following are some of the attitudes and behaviours that may be encountered. Bible references are provided for your convenience. This list should not be construed as exhaustive.

## **Negative Attitudes and Behaviours:**

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- |                             |                             |
|-----------------------------|-----------------------------|
| -Satanism- Deut.18:10,11    | -Slothfulness - Prov.19:15  |
| -Telling Untruths - Col.3:9 | -Disobedience - I Sam.15:23 |
| -Pleasure - Prov.21:17      | -Covetousness - Luke 12:15  |
| -Adultery - Heb.13:4        | -Greediness - Prov.15:27    |
| -Divorce - Mark 10:9        | -Stubbornness - Psalm 78:8  |
| -Alcohol - Prov.20:1        | -Ingratitude - Rom.1:21     |
| -Partiality - I Tim.5:21    | -Stealing - Exodus 20:15    |

## **Positive Attitudes and Behaviours:**

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- |                              |                             |
|------------------------------|-----------------------------|
| -Stewardship - I Peter 4:10  | -Speech - Prov.16:24        |
| -Responsibility - Luke 12:48 | -Gentleness - Titus 3:2     |
| -Faithfulness - I Cor.4:2    | -Self Sacrifice- Matt.19:21 |
| -Accountability - Matt.12:36 | -Obedience - I Sam.15:22    |
| -Hospitality - I Peter 4:9   | -Giving - II Cor.9:7        |

-Soberness, Temperance- Tit. 1:8  
-Marriage - Prov. 18:22  
-Parental Authority- Eph. 6:1,2

-Listening - Ecc. 5:1  
-Witnessing - Matt. 5:13  
-Parental Responsibility- Eph. 6:4

8. When a small portion of the content of material under review is seen to be in conflict with the guidelines, but the balance of the material is not in conflict and deemed useful, the material in question will be noted and addressed appropriately by the subject teacher in consultation with the Principal or Education Committee Chairman. Library books in this category will be affixed with a special label.
9. At Fellowship Christian School it is required that library/resource materials be evaluated by an approved "reader" and at least one Staff member or Education Committee member or Library Sub-committee member. Materials which are not only for resource or library, but are to be taught in the classroom as a part of the regular curriculum require additional scrutiny and must be approved by the Education Committee at a duly called meeting. This is to ensure that the materials that are approved, are consistent with the above guidelines and the requirements of the curriculum. This also provides support for teachers in the case of a parental complaint.

## 2.6 WORKBOOKS

Workbooks are a record of daily performance and, therefore, it is necessary that they be neat and well organized. We expect quality performance and as a result, neatness, completeness and organization are compulsory in workbooks and assignments. (2 Timothy 2:15)

Students should also make certain that exercise sheets are pasted in workbooks or placed in duo-tangs or binders. Workbooks should be checked by the parents to ensure that work is being corrected and completed. It is suggested that parents check reading: week 1, math: week 2, spelling: week 3, Bible: week 4, etc.

## 2.7 TEXTBOOKS

Textbooks are expensive items. Students are responsible for the condition of the textbooks used and are liable for any books that are lost, damaged, or defaced. Books that are cared for last longer. If a book is misplaced, check the Lost And Found area in the hall, as well as the classrooms. Students are expected to reimburse the school for textbooks which they lose or damage.

## 2.8 SUPPLIES

A list of specific supplies needed for the various classes will be sent home. Some items are supplied by the school. These are:

- pencils - one per month
- erasers - one per year
- crayons for JK/SK only
- workbooks
- scissors – JK to Gr. 2 (returned at the end of the year)
- glue – JK-2 –glue sticks  
Gr. 3-8 – refills of white glue containers as necessary
- 3-hole lined paper

Supplies for which the home is responsible include:

- crayons - grade one and up
- pencil crayons with the names of the colours in English and French (pencil crayons are required for grade three and up)
- math set - required for grade five and up
- calculator – required for grade seven and up
- dictionary and thesaurus – required for grades five and up (type will be specified in the school supplies note which is sent home each year)
- scissors - grade three and up (label with child's name)
- ruler – 30cm length
- white glue & glue stick - grade three and up (We will refill white glue if kept in usable condition.)
- small blanket - JK/SK

Markers and gel pens will not be used by students for daily classroom use. They may occasionally be used for special projects. Scented pencils or pens may not be used because of student sensitivities to these.

Each student is required to remove their outdoor footwear upon entry into the school. Dark-coloured shoes for indoor use only are required for classroom/chapel. Runners with non-marking soles are required for physical education. By purchasing dark-coloured runners, parents can eliminate the need to have 2 pairs of shoes at school.

## 2.9 REPORT CARD AND EVALUATION PERIODS

The school year is divided up into three terms for the purpose of evaluation. In October a progress report will be sent home and interviews arranged with all parents. Then in December first term report cards will be sent home with the students. The second report will be sent home in March and the final report on the last school day in June. In addition to the first progress report interviews, additional interviews may be initiated by either the parent(s) or teacher when deemed necessary. The parent(s) should contact the teacher with the request.

Marks will be based on quizzes, tests, participation and class work as well as examinations.

## **2.10 GUIDELINES FOR HOME COMPUTER USE FOR SCHOOL ASSIGNMENTS**

FCS endorses the use of computers for research, as well as, for presentations of reports and projects.

We believe that computer skills should be encouraged where possible and in this regard would recommend a typing tutor program such as "Mavis Beacon Teaches Typing" to learn and develop keyboarding skills. However, we would also like to make it clear that there is no computer expectation nor academic penalty for those who do not have open access to computers.

We would like to set forth some guidelines:

1. The use of the computer for school assignments is at the discretion of the teacher.
2. The teacher may require the computer user to submit a hand-written rough draft of their paper.
3. All students must do their own keyboarding. Parents may help with page setup and printing.
4. Spell-checking programs may be utilized. Grammar checking programs are prohibited since the use of such programs may make changes which are inconsistent with "in your own words."
5. All graphs, pictures and other resources may be utilized within copyright legislation, but acknowledgement of sources, as with books, must be properly identified.
6. All materials must be cited in the bibliography including computer research resources such as, Encarta, Grolier Multimedia Encyclopedia, Compton's Interactive Encyclopedia, Internet etc.
7. Teachers may require that a percentage of the research assignment be completed using books and printed sources.

### 3.0 SCHOOL PROCEDURES

#### 3.1 DAILY SCHEDULE

8:45 a.m.	bell rings - students enter building
8:50 a.m.	classes begin
10:20 - 11:00 a.m.	Nutrition Break 1
12:50 - 1:45 p.m.	Nutrition Break 11
3:30 p.m.	Dismissal

#### 3.2 TARDINESS

Any student arriving after 8:50 a.m. must go to the office to obtain a late slip before proceeding to the classroom.

#### 3.3 ABSENCE

Parents should call the school office prior to 9:00 a.m. to inform the school which child/children will be absent and the reason(s). A message may be left on the answering machine or with the person in charge. An unexplained absence will be checked.

Students who must leave school early for an appointment must be signed out and back in again by the parent/guardian using the sign-out book in the office. Parents must notify the teacher in advance by means of a note. A phone call to the school will suffice in an emergency.

#### 3.4 SCHOOL CANCELLATION/EARLY DISMISSAL

If school has to be cancelled due to weather conditions or reasons beyond anyone's control, this will be announced via an emergency phone calling system. At times conditions in the city are better than rural areas, therefore school is kept open for those who can safely make it. **Please do not call the principal's home.** Should it be necessary to cancel school or dismiss early, the principal will begin the telephone system and each family will be notified. You can also listen to FAITH FM or CHYM FM 96.7 as the principal will notify them in the event of a school closure.

#### 3.5 NUTRITION BREAKS

Parents are encouraged to send nutritionally balanced foods to be eaten at nutrition breaks or at a time designated by the teacher. It is essential that only nutritional snacks be provided for this time. Cookies, cakes and foods with a high sugar content are not to be eaten at Nutrition Break I, but may be a part of Nutrition Break II.

- 1) All students will remain in their rooms or proceed to the designated lunch room as directed by their teacher. Students will be seated and eat their lunch and remain seated until they are finished. When given permission, they will deposit all refuse in the garbage containers (uneaten food is to be taken home), proceed to the washroom and then outside. All students are expected to be outside by the designated time. Students will not be permitted to re-enter the building, without the permission of the teacher on yard duty.
- 2) Students will eat their lunch at school unless they live within close walking distance to the school. Parents whose children regularly go home for lunch must inform the school. Parents who wish to take their child(ren) out for lunch must inform the school and sign the student(s) out and then back in following lunch time.

Parents are encouraged to send nutritionally balanced foods. **Candy and soft drinks are not permitted.** Please do not send glass containers because of the danger of breakage.

- 3) Quiet talking is acceptable during lunch.
- 4) The students will show proper respect to all lunch and playground supervisors.
- 5) Students may bring their own balls or toys to play with during lunch recess.

### **3.6 BICYCLES**

Students who ride bicycles to school must park them all day. Bicycles are to be kept locked until the student is ready to leave the property. Bicycles must be walked to and from the main road. Riding of bicycles on school property before 4:00 p.m. is prohibited. Bicycles are brought to school at the owner's risk and should be locked during the day.

### **3.7 TELEPHONE**

The school phone number is 519-746-0008. The school fax number is 519-746-4206. Calls for teachers should be made before or after school hours or during recess breaks. Messages will be forwarded to them. Students are not permitted to use the school phone except in cases of emergency. The school's e-mail address is: [office@kwfcs.com](mailto:office@kwfcs.com)

### **3.8 USE OF THE BUILDING**

The east end wing of the hallway beyond the double doors is off-limits to students except when properly supervised or in special circumstances.

### **3.9 LOST AND FOUND**

There will be an area set aside in the hall where lost items can be reclaimed. All belongings should be labeled, as it makes returning them much simpler. School gym clothes should be checked to make sure that names are on each item.

### **3.10 EMERGENCY PROCEDURES**

#### **Level One Emergency:**

##### **Criteria**

- a) Uncooperative trespassers
- b) Confrontation that appears to be heading toward violence and/or numbers
- c) Accident that may or may not require medical services
- d) Out of control student and/or teacher
- e) Presence of weapons but not in use

##### **Procedure**

Teachers will contact the office on the phone and indicate:

- the code – **Level 1**
- identify self
- indicate room/area of incident
- identify problem
- request help

#### **Level 2 Emergency – automatic 911 call**

##### **Criteria:**

- a) hazard requiring evacuation
- b) life threatening situation
- c) situation involving firearms
- d) use of weapons
- e) gangs, intruders and other sorts of mob action

##### **Procedure:**

Teacher will contact the office on the phone and indicate:

- the code – **Level 2**
- identify self
- indicate room/area of incident
- identify problem
- request help and 911

## **Intruders**

Teachers will train students in the proper manner of dealing with a stranger in the school or on the playground: **Immediately run to the person on duty and tell them.** Students should stay away from any unfamiliar person/persons until the supervisor arrives. The yard supervisor will immediately approach the person and ask them to identify themselves and give a reason for being there.

If the supervisor considers the intruder to be dangerous, immediately send a runner to the office to inform. Ring bell twice and send all students into the school. Emergency lock down procedures will be implemented.

All teachers go to the entrance(s) immediately and bring students into their classrooms. No students are permitted outside the classroom. Teachers without classrooms quickly check hallways with caution, and remain in their teaching areas. Shut all doors. Lock/barricade if possible. Remain until "All Clear" call.

If student sees unknown person in hall without a visitor/volunteer tag, go to the closest teacher and tell them. That teacher will speak to the person unless there is evidence that this is a dangerous person. If the teacher considers the person to be dangerous, immediately notify office. Lockdown procedures will be implemented.

### **Classroom Lockdown Procedures:**

- ❖ Two siren sounds from the air horn will indicate a lock down. All students outside of their classroom go immediately to the closest classroom or staff member.
- ❖ All students are to be seated away from the windows near the farthest wall from the door. Students are to sit quietly.
- ❖ All windows and curtains closed.
- ❖ Lights out.
- ❖ Doors locked. Barricade if possible.

Do not use the phones.

If you have an emergency take place in your room and need support call an adjacent classroom using the phone.

We must use a TEAM approach. If you are missing a student, assume your colleagues have looked after him/her. DO NOT go looking for students.

Do not leave your safety position or classroom until a phone call announcing "All Clear".

## **Fire**

In the event of a fire, the pull switch will activate the alarm. All staff and students will exit the building and gather behind the school well back from the building, where a head-count takes place. Everyone will remain in that location until instructed otherwise by supervisory personnel or fire fighter.

### **Instructions for Classes on Fire Procedure:**

- ❖ When the fire bell rings you will immediately stop whatever you are doing, and line up at the classroom door in single file.
- ❖ The first person at the door will check the hallway for smoke.
- ❖ If there is much smoke in the hall, close the door and exit out the window unless you are instructed otherwise by means of the telephone. (The outside windows in each of the classrooms may be used as emergency exits if the hallway is blocked by fire or smoke. Students should be carefully lowered to the ground after ensuring that there is no fire on that side of the building. Immediately move away from the building to the arranged gathering spot.)
- ❖ If hallway is clear, turn off the classroom lights and close the door. (It is not necessary to close the windows).
- ❖ Then, proceed quickly and quietly down the hall to the nearest fire exit and out of the building.
- ❖ The designated person will check the student washrooms before exiting the building.
- ❖ If you see smoke near the door turn around and use the alternate fire exit.
- ❖ Once outside, move quickly away from the building to stand in your classes behind the school well back from the building. Teachers will take a headcount to be sure everyone is out of the school. Remain in this spot until instructed to return to the building by your teacher.
- ❖ Remember: the last person through the door always closes it; stay calm, and walk quietly but do not run.
- ❖ Teachers should remember to bring the class register and office personnel should bring the sign-out book for headcount purposes.
- ❖ All teachers not with a class at the time of the alarm should direct traffic.
- ❖ Students or teachers will be assigned to check each washroom before exiting the building.
- ❖ Students must wear appropriate footwear at all times.

### **3.11 PARTICIPATION IN ALL SCHOOL ACTIVITIES**

School programs and activities are planned to help the students grow in all aspects of development. Participation of all students in Christian music for instance, helps to develop a wholesome attitude of worship toward God. God's Word urges us to "make a joyful noise unto the Lord" and to "rejoice in the Lord". Children should be encouraged to sing whenever the opportunity arises.

All students are given the opportunity to participate in school functions. Each student is expected to participate and contribute towards the success of the program. No student will be excused from participating unless there is a very good reason for doing so. Parents are encouraged to assist the school in this matter by their own attendance and by their insistence that the students be present.

### **3.12 CHAPELS/ASSEMBLIES**

Students will participate in regularly scheduled chapels. This is an important time for the student body to worship and praise the Lord and to learn more about Him. Chapels and assemblies also serve to develop the students' leadership skills. The school will endeavour to provide a variety of chapel speakers and formats throughout the year.

### **3.13 LOCKERS**

At the start of each school year, lockers will be assigned to students in the upper grades, as available.

Students are responsible for keeping their lockers clean and neat. Posters and pictures may not be displayed on or in the lockers; however, a class timetable may be posted. Lockers remain the property of the school and will be inspected by the administration when necessary.

## **4.0 HEALTH INFORMATION**

### **4.1 ILLNESS AT SCHOOL**

Parents will be called to pick up their child in case of illness at school. Parents are expected to have made the necessary arrangements to cover this situation. Parents must not allow a child who has a contagious disease or fever or who has not sufficiently recovered from an illness to come to school. Please keep your child at home at the beginning of an illness.

Students may not remain inside during lunches without specific permission. A student who has not sufficiently recovered from an illness should be at home.

### **4.2 INJURIES AT SCHOOL**

For anything beyond the routine scrapes or bruises, parents will be informed. As parents may not be found at home when contacted in some cases, the school keeps emergency health forms on file so that proper action may be taken. The emergency health forms are updated regularly, usually in September of each year. A number of our staff are trained in CPR and Emergency First Aid in order to assist in the event of an accident.

We are not able to issue medication of any kind, including Aspirin/Tylenol without parental permission.

### 4.3 HEALTH SERVICES AND REGULATIONS

Immunization shots, now a legal requirement for all students attending schools in Ontario (unless exempted for medical or religious reasons) are administered by the family physician or may be administered at a scheduled public health clinic.

To assist the Public Health Dept. and to keep the teaching staff informed, Student Health Information Forms are sent home on a regular basis.

### 4.4 COMMUNICABLE DISEASES

<u>DISEASE</u>	<u>PROCEDURE</u>
Pediculosis (Headlice)	Each year there are a few cases of head lice among students. If head lice is found, an information sheet will be sent home along with a response form to all families with children in that classroom. If head lice is confirmed in your family please <b>INFORM THE SCHOOL IMMEDIATELY</b> so that action may be taken to minimize the spread. Note: In order for any child to return to school after having head lice, a form obtained from the school office must be completed stating that there are <b>no live nits and no eggs</b> present in the hair. The parent/guardian must continue to check the child's hair for two more weeks after there has been no evidence of lice to ensure that the problem is eliminated.

### CHART OF COMMUNICABLE DISEASES

For the following chart of communicable diseases, release from isolation does not imply clinical recovery in all cases; children remaining ill will not be re-admitted to the school.

<u>DISEASE</u>	<u>PROCEDURE</u>
Chicken Pox	Exclude until all blisters become dry
Conjunctivitis (Pink Eye)	Exclude until diagnosis is made and treatment started.
Giardiasis	Exclude until free of symptoms 24 hours
Hepatitis	Exclude for 1 week after onset of jaundice. Household contacts should be referred to a physician for prevention of the disease

Impetigo	Exclude for 24 hours after diagnosis made and antibiotics administered
Measles	Exclude for 4 days after appearance of rash
Mumps	Exclude for 9 days from onset of swelling in the salivary glands
Poliomyelitis	Excluded until virus free
Ringworm	Exclude until diagnosis made and treatment started. (Band-aid over infected area).
Rubella	Exclude for 7 days after appearance of rash
Scabies	Exclude until diagnosis made and 24 hours after specific treatment carried out
Scarlet Fever, Epidemic Streptococcal	Exclude until 48 hours after specific medical treatment has been started. If no treatment, exclude 7 days or until completely symptom free.
Whooping Cough	Exclude for 7 days after commencement of medical treatment. If no medical treatment, exclude 3 weeks

Certain children who are immune suppressed, e.g. malignancy, need to have special consultation with their physician if in contact with a communicable disease.

#### **4.5 POLICY AND PROCEDURE FOR REPORTING CHILD ABUSE**

##### **Legal Implications**

- \* 1) **OBLIGATION TO REPORT:** "A professional or official who in the course of his/her duties with respect to a child, has reasonable grounds to suspect that a child is or may be suffering, or may have suffered abuse, shall report immediately the suspicion and the information upon which it is based, to a Family and Children's Service intake worker."
- \* 2) **FAILURE TO REPORT:** "Failure to report is an offence under the Child and Family Services Act and may be fined up to \$ 1,000."
- \* 3) **PROTECTION:** "Anyone who reports suspected child abuse is guaranteed protection from civil prosecution unless the giving of the information was done with malicious intent."

\* Quoted from "Children and Family Services Act, Sec. 68"

## Observations

Teachers must familiarize themselves with the resource material from Family and Children's Services located in the office.

Important signs and symptoms are listed in the Waterloo County Board of Education Child Abuse Manual.

Teachers must watch for signs of:

- 1) Physical abuse
- 2) Sexual abuse
- 3) Neglect
- 4) Emotional abuse

\*\* Always remember that signs are clues and not proof of abuse!

## Procedure

- 1) **BE PREPARED:** Know what to look for.
- 2) **DOCUMENT:** Record facts and observations not speculations.  
Record dates.  
Keep records confidential.
- 3) **CONSULTATION:** Teachers may consult with other staff members, school nurse, pastors.

Parents should not be interviewed until Family and Children's Services have had an opportunity to investigate, as evidence may be destroyed.

- 4) **REPORTING:** When the teacher has a genuine concern regarding the possible abuse of a student, he will report this concern to the administrator.

The teacher will then contact a Family and Children's Service intake worker with his concern. (Whether or not the administrator agrees with the issue.)

The administrator will report immediately and confidentially to the chairman of the Board that such action has taken place.

Family and Children's Services will begin their investigation within one hour.

Family and Children's Services will interview the child, parent, teacher, and health professionals.

Family and Children's Services will notify the Police if this is deemed necessary.

**Follow-Up:**

Family and Children's Services will set up the best protection for the child.

Their job is to keep families together when at all possible.

A Child Care Worker is assigned to the child and keeps open communication between the school and Family and Children's Services.

If counseling is required, Christian counselors may be recommended and used if their qualifications are acceptable to the courts.

**Conclusion:**

It will never be an easy decision to report a case of suspected child abuse; however, if you as a teacher genuinely suspect that abuse is taking place, you are responsible to report your suspicion and observations.

Be sure within yourself and pray diligently for God's direction.

The child must know that as his teacher you are his ally and that you want to protect him from harm.

Resource contact at Family and Children's Services for the K-W area is: 200 Ardelt Ave., Kitchener, ON  
519-576-0540

**RESOURCE MATERIAL**

For Teachers:

- 1) A Handbook on Reporting Child Abuse - Waterloo County Board of Education
- 2) What To Do If A Child Tells You of Sexual Abuse - Department of Justice, Canada
- 3) Reporting Child Abuse - Ministry of Community and Social Services

\*\* Teacher Resource Books located in the office. \*\*

For Students:

- 1) The Secret of the Silver Horse
- 2) It's My Body by Lory Freeman, Parenting Press

- 3) No-No Little Seal by Sherri Patterson, Random Press
- 4) In Our Neighbourhood - Lisa's Parents Fight by Doris Sanford, Multnoma Press

\*\* Student books available in the office \*\*

## 5.0 DISCIPLINE

It is necessary that parents of the students be in agreement with the discipline policy of Fellowship Christian School; therefore, we would encourage that the following be reviewed annually with your child(ren).

### 5.1 DISCIPLINE POLICY

<sup>5b</sup> “My son, despise not thou the chastening of the Lord, nor faint when thou art rebuked of him: <sup>6</sup> For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth. <sup>7</sup> If ye endure chastening, God dealeth with you as with sons; for what son is he whom the father chasteneth not? <sup>8</sup> But if ye be without chastisement, whereof all are partakers, then are ye bastards, and not sons. <sup>9</sup> Furthermore we have had fathers of our flesh which corrected us, and we gave them reverence: shall we not much rather be in subjection unto the Father of spirits, and live? <sup>10</sup> For they verily for a few days chastened us after their own pleasure; but he for our profit, that we might be partakers of his holiness. <sup>11</sup> Now no chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby.” Hebrews 12:5b-11(KJV)

- **Biblical discipline must accurately reflect the character of God**  
Therefore our rationale must be found in the example of God himself who out of a motive of love, disciplines us for our good.
- **The purpose of discipline is to bring the students to maturity in Christ.**  
Each student is to learn to exercise self-discipline in school, in the home, in church and in every other area of their life.
- **The responsibility to discipline is given by God, to parents but by mutual agreement is designated to and exercised by the school.**  
Discipline when necessary is used to maintain an atmosphere within the school that is conducive to learning and growth.
- **The objective of the discipline policy is to further develop obedience, personal responsibility and respect, with regard to:**
  1. **Authority:** It is expected that students will submit to those in authority over them.  
“Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.”  
Romans 13:1 (KJV)
  2. **Others:** It is expected that students will treat others with

the value that God has placed on them.

Beloved, if God so loved us, we ought also to love one another.

I John 4:11 (KJV)

**3. Oneself:** Every student is created in God's image with a purpose in His plan.

"So God created man in his own image, in the image of God created he him; male and female created he them. God saw all that he had made, and it was very good." Genesis 1:27, 31A (KJV)  
<sup>19</sup>"What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? <sup>20</sup>For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's." Corinthians 6:19,20 (KJV)

**4. Property:** It is expected that students will practise good stewardship of property which ultimately belongs to God.

"The earth is the LORD's, and the fullness thereof; the world, and they that dwell therein." Psalm 24:1 (KJV)

- **To accomplish obedience, personal responsibility and respect, the staff will require the student(s) to practise correct behaviour. With practice the goal is to have the students accomplish correct behaviour through habit, without questioning every rule and routine.**

"And let ours also learn to maintain good works for necessary uses, that they be not unfruitful." Titus 3:14 (KJV)

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men"  
Colossians 3:23 (KJV)

- **The discipline policy at F.C.S. is founded on the following assertions:**
  1. We are free to choose. Choosing is always a choice between alternatives.
  2. We cannot make others responsible for our choices, as is often done with statements such as, "She/He made me do it." We are responsible for the choices we make.
  3. We are responsible for the results or consequences of our choices. Statements such as, "I didn't think that would happen", or "I didn't know he would take it like that", do not diminish the level of responsibility.
  4. Choices that cause brokenness or hurt must be restored using the biblical process of repentance and forgiveness. This restoration is the responsibility of all involved.
- **Most discipline at the school is handled within the classroom.** When a serious incident occurs, or a pattern of behaviour persists, more formal means need to be used to effect the positive change required.
  - According to the Biblical principles of loving discipline the following policy sets forth the procedure, which will be used in such circumstances:
    1. After a behaviour has been identified as unacceptable, parents will be informed. The student is put on probation at this time. The length of the period of probation will be at the discretion of the administration.

2. If the behaviour is repeated or a second report is necessary, parents are involved by means of a phone call followed by a written report.
  3. Upon a third occurrence of the behaviour, a parental interview is required and the matter is brought to the attention of the Education Committee. The Education Committee can take whatever action, consistent with the policy, they deem appropriate. At this point, suspension is an automatic result of repeated behaviour.
  4. After a second automatic suspension, the Board of Directors will become involved. The Board of Directors will proceed as it sees appropriate in the circumstance.
- When the period of probation is completed without re-occurrence of unacceptable behaviour, the student begins again with a clean slate.
  - A record of unacceptable behaviour will be kept.
  - ***Parental support is essential if the efforts of the school are to succeed.***

### **Explanatory Notes:**

1. Suspensions are given only by the administrator and take effect when given. Parents are required to remove the student from the school. If this is not possible, the student will be removed from contact with students. The suspension begins when the student leaves the school grounds and continues until the administrator deems the suspension is over.
2. Expulsions can only be given by the Board of Directors
3. Nothing in this policy precludes or restricts the Principal from any disciplinary action associated with a serious incident of misbehaviour. Serious incidents of misbehaviour include but are not limited to:
  - fighting
  - direct defiance or disobedience of staff
  - deliberate destruction of property of self, school or others
  - cheating
  - profane or blasphemous language

## 5.2 MANNER OF DRESS AND PERSONAL APPEARANCE

At Fellowship Christian School our desire is to emphasize those skills, achievements and internal character qualities which demonstrate Christ-likeness. Students are encouraged to focus their attention on the development of Christian character and skills rather than finding significance and individuality through appearance, social position or economic standing. Therefore, our school uniform serves many useful purposes:

- ❑ It encourages the students to find recognition, self-respect and personal growth in who God has made them, not in images presented by styles of dress.
- ❑ It is neat and attractive.
- ❑ It prevents the competition among students to see who can be the most fashionable, sloppy etc.
- ❑ It avoids elitist, designer clothing and cliques that may be formed.
- ❑ It prevents early morning disagreements about what a student will or will not wear to school.

This is in keeping with the instruction and tone of scripture, including but not limited to: 1 Samuel 16:7, Proverbs 31:30, 1 Peter 3:3-4, 1 John 2:16-17, James 2:1-4, and Luke 2:52.

### GENERAL APPEARANCE

Hair should be kept clean, combed and styled conservatively in the student's natural hair colour. Conservative male hair length will not exceed the top of the eyebrows, the 1/2 way point on the ears and the top of the collar of a buttoned up white oxford shirt. A watch, a ring and a simple necklace worn under clothing and a maximum of two earrings (girl's only) per ear, may be worn to school. The earrings may be stud-type or plain hoops no larger in diameter than a dime. No earrings are permitted for boys. No other body piercing or body art is permitted at F.C.S. Only girls in Grades 7 & 8 may wear makeup. This needs to be subtle and not overly noticeable. Skirts are to be to the bottom of the knee. They may be longer but no shorter. All shirts are to be properly tucked in. Parents, when ordering uniforms, please take into account your child's potential growth spurt. **All uniform pieces are to be in good repair.**

<b>ALL ACCEPTABLE SCHOOL UNIFORM CLOTHING HAS THE FCS LOGO</b> (except the plaid jumpers, kilt & ties, bike shorts, and new gym shorts and athletic pants)	
<b>ALL ITEMS OF CLOTHING SHOULD BE CLEARLY LABELED WITH THE STUDENT'S NAME.</b>	
<b>FORMAL UNIFORM - GIRLS</b>	<b>FORMAL UNIFORM - BOYS</b>
White Plaid Jumper (JK - Gr. 2 or 3)	Navy Pants (Plain front or full elastic waist)
Navy Bike Shorts (only to be worn under jumper or kilt) (required for JK – Gr. 3, optional for Gr. 4 – 8)	
White Plaid Kilt (Gr. 3 & up) Length needs to be below the knee	White Plaid Tie (Grades 1-8)
Navy Pullover Sweater	Navy Pullover Sweater
White Dress Blouse or Oxford Shirt (long, short or 3/4 sleeved)	White Oxford Shirt (long or short sleeved)
Plain Navy or Black Socks/Leotards Gr. 6-8 may wear Pantyhose (beige or navy)	Plain Navy or Black Socks
Mostly <b>navy</b> or <b>black</b> , non-marking, running/dress shoes.	Mostly <b>navy</b> or <b>black</b> , non-marking running/dress shoes.

<b>GYM UNIFORM (required for Grades 3 – 8)</b> To be worn during Physical Education classes and at other special events such as Track and Field Day.
FCS gray heather gym t-shirt
FCS navy mesh athletic shorts and/or navy piped athletic pants
Non-marking running shoes - for indoor use only.

<b>Optional wear on regular school days:</b>	
<b>CASUAL UNIFORM - GIRLS</b>	<b>CASUAL UNIFORM - BOYS</b>
Maize Polo Shirt (long or short sleeved) (interlock or mesh fabric)	Gray Heather Polo Shirt (long or short sleeved) (interlock or mesh fabric)
Navy Shorts - no shorter than 5 cm above the knee (Shorts may be worn when the temperature is forecasted to reach 15°C or above.)	Navy Shorts - no shorter than 5 cm above the knee (Shorts may be worn when the temperature is forecasted to reach 15°C or above.)
Navy pants (plain front or full elastic waist)	
Navy jumper (formerly purchased from Bombardieri)	
Skort - no shorter than 5 cm above the knee	

The formal dress uniform is required on chapel days and on special occasions designated by the Principal/Administration. It may also be worn every day to school. **ALL UNIFORM CLOTHING NEEDS TO BE PURCHASED FROM LANDS' END** ([www.landsend.com](http://www.landsend.com)) or the school's used uniform sale, except for socks and shoes.

**School uniforms as outlined above, are to be worn throughout every school day and at all recognized school functions. Parents will be notified of occasions requiring formal uniforms, or of any exceptions in the dress code which may be made by the Principal/Administration.**

***Please note:*** shorts, navy jumpers and skorts are **not** part of the formal uniform. As well, sweaters are required for **all** chapel times regardless of the temperature. These may be removed after chapel if it is too warm.

Students must wear shoes and socks at all times on school property for safety reasons. Outdoor shoes are removed upon entry into the school. The kind of outdoor footwear is your choice. Changing shoes when coming in from outside keeps the mud and water out of the classroom and is healthier than having students in wet shoes.

The uniform policy is designed to ensure that students at F.C.S. dress in a specific "uniform" manner; therefore, a student's attempt to draw special attention to their outward appearance will be in violation of the uniform policy. Uniform violations will be sent home to students who do not have proper uniform clothing.

### **5.3 SCHOOL RULES**

- 1) Co-operation, respect, and safety must characterize all behaviour on the playground.
- 2) Students are expected to play safely behind the school building.
- 3) Throwing of snow, rocks, leaves etc. is not permitted. Skateboarding or in-line skating is not permitted.
- 4) General misconduct such as rough play (“play fighting”, pushing, hitting etc.), hurtful teasing, name-calling are not permitted.
- 5) Any disrespect for authority shown by attitude, action, or words to a supervising adult will not be tolerated.
- 6) When the bell rings, students will move quickly and safely into the school.
- 7) When passing in the halls or on the stairways, courtesy will be observed. Always keep to the right and move quietly. Boisterous talking and rude behaviour have no place in our school.
- 8) Students are not allowed to chew gum inside the school, on the school grounds, or while on a school related activity.
- 9) Students are not permitted to bring radios, CD players or video/electronic games to school.
- 10) Knives, guns (including toy) or any other weapons are not permitted on school property.
- 11) Use or possession of harmful drugs or alcohol is not tolerated.
- 12) Respect and care for school property and things belonging to others is expected.
- 13) Students have a share in maintaining a neat and clean environment both inside and outside the school building. This includes classrooms, washrooms, hallways and coat areas.

## **K-W FELLOWSHIP CHRISTIAN SCHOOL ASSOCIATION CONSTITUTION**

### **Preamble**

Believing that the Bible gives Christian parents the responsibility for and privilege of providing Christian education for children, and believing that this can best be accomplished by concerted action, we hereby make and adopt the following Articles of Association, to wit:

### **Article 1 - Name**

(Notwithstanding anything contained in the Charter) the organization shall be known as K-W Fellowship Christian School Association, hereinafter called the Corporation.

### **Article 2 - Basis**

The basis of the Corporation is the following Statement of Faith:

#### **The Bible**

Throughout history God has revealed Himself in a variety of ways, and God has preserved the substance of this revelation in the Bible. When we say the Bible, we mean the sixty-six books of the Old Testament and New Testament. These books were written by divinely chosen authors as they were prompted and guarded by the Spirit of God. Although those writers were genuine authors and in most cases not just secretaries taking dictation, the work of the Spirit was so complete that everything written in the biblical books taught the truth without any errors.

Strictly speaking, this inerrancy of the Bible applies to its books as originally written but we can be confident that we have the original text of the Bible in the copies and translations we possess today because God has preserved those writings. In any attempt to define what we ought to believe or how we ought to live, only the Bible can be used as a final authority. Traditional interpretations of the Bible and confessions of faith are useful guides, but they are always open to correction based on further study of the Bible.

(Matthew 5:17-18; John 16:12-15; 2 Timothy 3:16-17; 2 Peter 1:20-21)

#### **God**

There is one, and only one, God who is the creator of this universe. God, who is a God of love and justice, has always existed and will always exist. He is the ultimate authority over all persons and things, and He answers to no higher being or principle. In biblical terms we affirm that He is holy, which means that He is in every way unique and in a category all His own, free from all the limits and imperfections experienced by creatures. In both the majesty of His being and the moral purity of His nature and action, He is uniquely perfect. Although God is one in His being He exists eternally in three divine persons: the Father, the Son, and the Holy Spirit. The idea of the Trinity is a mystery beyond our full comprehension, but we are compelled by the witness of the Bible to affirm it.

(Genesis 1-2; Deuteronomy 6:4-5; Matthew 28:19-20; 2 Corinthians 13:14)

#### **Jesus Christ**

The supreme revelation of God is found in Jesus Christ, the God-Man. The Son of God is a fully divine person of the Trinity who has existed eternally. In order to save human

beings He added to His divinity a full and perfect human nature and became Jesus of Nazareth. Jesus was miraculously conceived by the power of the Holy Spirit in the womb of a Jewish virgin, Mary. He lived a sinless life in obedience to God the Father and His obedience culminated in His death as a payment of the penalty for the disobedience of sinful humans. God vindicated Him when he raised Him bodily from the dead, and He ascended to heaven where He is free from the limits of this world. He now intercedes with the Father for us who believe, while we await His personal return. (Matthew 1:18-23; John 1:1-18; Romans 5:12-19; 1 Corinthians 15:1-8)

### **The Holy Spirit**

The Holy Spirit is a fully divine person of the trinity who has existed eternally. The Spirit makes the work of Jesus Christ effective in us by convicting us that we have sinned against God, that we therefore fail to meet God's standard for human life, that we are subject to God's judgement for that reason, and that Christ is the answer to our need. Christ gives the Spirit to indwell all those who believe in Him, and the Spirit gives to believers a new spiritual ability to understand God's Word and live in obedience to it. By indwelling us He sets us apart as God's children, He continues to transform us into faithful followers of Christ; so in the end we can be fully like Christ. (John 7:37-39; 14:16-17; Romans 8:9; 1 Corinthians 12:13)

### **Satan**

Satan (also called the Devil) exists as an evil, personal, spirit-being who opposes the work of God in the world. Although created as a good, angelic being, he originated rebellion against God and continues to use his real but limited power to oppose all that would serve the glory of God and the good of humanity. (Genesis 3:1-15; Job 1:6-12; 2 Corinthians 11:13-15; 1 Peter 5:8-9)

### **Creation**

We believe that God created the universe by the power of his word. We believe in the historic happening of creation as revealed in the word of God; the creation week being comprised of seven literal days. (The model for our existing seven day week.) (Deuteronomy 5:12; Genesis 1-2; Mark 10:6)

### **Humanity**

Human beings were created by God to be like Him. This is necessary in order to be in relationship with Him. They serve as God's visible representatives in the exercise of responsible dominion over the created world. Our first parents Adam and Eve sinned by disobeying an explicit divine command and thus brought ruin on the human race. The Bible describes this ruin in terms of "death": spiritual, physical and eternal death. Spiritual death involves corruption at the core of our being, so that human beings are by nature totally incapable of pleasing God. Physical death is the destiny of all humanity. And ultimately eternal death involves permanent separation from God as the destiny of all those who refuse to repent and respond to God's offer of grace. (Genesis 1:26-27; 3:1-24; Romans 5:12-19; Ephesians 2:1-3)

### **Salvation**

Although God could have left all human beings in their sin and guilt, in love, He freely and graciously chose to deliver us from our ruined condition. He provided his eternal Son to become human in order to save us. Christ's saving work focused on His death, in which He bore the penalty, which is justly ours. Thus satisfying the demands of God's moral law and turning away the wrath of God, which is poured out on unrepentant

sinners. God signified His approval of Christ's work by raising Him from the dead and exalting Him as Lord in heaven. On the basis of this work of Christ on our behalf, God accepts as perfectly righteous all those who trust in Christ who died and rose again. We come to believe in Christ because God does a special work of grace to overcome our sinful disposition and draw us to Himself. Then God continues this work of grace; so that those who have been drawn to faith in Christ can be preserved in faith and salvation and enter into the perfect conditions of eternal life in the age to come. (John 6:35-40; Romans 3:19-26; 8:28-30; 1 Peter 1:18-23)

### **Future Things**

We believe that Jesus Christ will return personally, bodily, and gloriously, just as He promised and His apostles affirmed. In the end, Christ will raise from the dead all who have ever lived, and He will declare God's perfect judgment concerning every person. Those who have been saved will live eternally in the perfect renewed creation, and those who have been unrepentant will exist eternally in the conscious punishment of hell.

(Matthew 25:31-46; John 5:28-29; 1 Thessalonians 4:13-18; Revelation 20-22)

**(revised 2007)**

### **Article 3 - Purpose and Educational Guidelines**

The purpose of the Corporation is to maintain an elementary school for the daily instruction of our children; such instruction to be in accordance with Article 2 and the following Statement of Purpose.

In recognition of the fact that children are an heritage of the Lord, (Psalm 127:3), the Purpose of K-W Fellowship Christian School is to provide an educational programme with a definite Christian point of view.

The basic purpose of this programme is to expose students to the centrality of God in all of life. Each student is challenged to reach his/her potential in every area of personal development - spiritual, emotional, physical, social and intellectual (Luke 2:52) - without excluding God from any area. Continuing involvement with Jesus Christ permeates all aspects of the student's growth. Through exposure to the teachings of the Word of God (II Timothy 3:15,16) the student experiences a profound sense of personal worth and develops a meaningful perspective on life.

The home, the church and the school comprise the caring community, based on the Christian faith, which integrates that faith into the learning process. They embrace a lifestyle which fosters the development of a social conscience, and a sense of justice and service to one's self and others.

K-W Fellowship Christian School will be an institution of learning designed to present all curriculum from the Creator's perspective. The school will communicate a God-centred, Bible-based, Holy Spirit controlled, pupil-related, socially applied education that is committed to excellence. The school will ensure basic competence in communication skills and functional computation and will encourage the development of academic skills to prepare each student for post-elementary education. The school will also prepare the

children who graduate to identify and confront non-biblical teaching in their post-elementary education.

## **Article 4 - Membership**

### Member

A member is any born again individual in good standing of an evangelical church, who has signified in writing his or her agreement with the basis, purpose, and educational guidelines as stated in Articles 2 and 3 of this Constitution, who is at least 18 years of age, who has paid the required membership fee as determined by the Board of Directors or has made other financial arrangements satisfactory to the Board and whose written application for membership in prescribed form has been accepted by the Board of Directors.

Each member shall have one vote. Unless otherwise stated in the Constitution or in the By-Laws, any matter shall be decided by a majority of votes cast. Any matter may be decided by show of hands vote, unless otherwise determined by the chairman of the meeting.

Membership may be terminated by:

- a) resignation by a member in writing to the Secretary of the Board. Such resignation shall become effective upon acceptance thereof by the Board;
- b) a member being in default of payment of fees. Such a person may be reinstated as a voting member upon making such payment or otherwise at the discretion of the Board.
- c) cancellation by decision of the Board of Directors, subject to the member's right of appeal to the next membership meeting at which meeting a 75% majority vote of the membership would be required to overturn the decision of the Board of Directors;
- d) death of a member. Membership shall not be transferable.

In case of resignation, subject to the decision of the Board, a member shall remain liable for payment of any reasonable assessment or other sum levied or which may become payable by him or her to the Corporation prior to acceptance of the resignation.

Each member shall be informed promptly by the Secretary of the Board of his or her admission or withdrawal as a member of the Corporation.

## **Article 5 - Board of Directors**

The affairs and business of the Corporation shall be conducted by a minimum of six/maximum of twelve member Board of Directors. Each director must be a member in good standing of the Corporation. No more than three of the members of the Board of Directors shall be from any single congregation. Each member is to be chosen and shall serve for such term as provided in the By-Laws of the Corporation.  
(revised: 1995, 1996, 2007)

## **Article 6 - Duties of the Board of Directors**

The Board of Directors shall perform the following duties in addition to those set out in the Bylaws:

- a) Determine school policies in harmony with the Constitution and in accordance with Corporation decisions.
- b) Assure that curriculum shall be in accordance with the Guidelines as set forth in Article 3 of this Constitution.
- c) Select a Principal and teaching staff who are qualified to carry out the educational programme and policies of the school.
- d) Devise appropriate ways and means for obtaining the necessary funds for operating the school, maintain accurate records, and determine how these funds shall be distributed.
- e) Appoint one of its own members to visit the school each month to encourage communication with staff and students.
- f) Promote the cause of Christian education in the community by way of public meetings, informative literature, and any other appropriate means.
- g) Appoint out of the membership such committees as it may deem necessary, for the performance of its duties. Such appointments shall be made annually. The Board of Directors shall be represented on each committee.
- h) Appoint an audit committee of at least 2 members of the Corporation to review the Corporation's financial records and to provide a report to the annual Fall Membership meeting.
- i) The Board shall present financial reports to the membership as prescribed by the By-Laws.

## **Article 7 - Officers of the Corporation**

The officers of the Corporation shall be a Chairman, Vice-Chairman, Secretary, Treasurer, and Assistant Treasurer. They shall be elected by the Board of Directors from among its own membership at the first Board meeting following each annual Spring Meeting.

All officers shall be elected for a one year term.

Signing officers shall be bondable.

### **Article 8 - Annual and Special Meetings of Members**

The Corporation shall hold two stated meetings each year, one in the Fall, and one in the Spring; the exact time and place of such a meeting to be set by the Board.

- a) At the annual spring meeting the following matters shall be determined:
  - i) The annual election of Board members;
  - ii) The budget for the ensuing fiscal year;
  - iii) The membership fees, tuition fees and other financial and general matters affecting policy and operation of the school for the ensuing year shall be discussed and decided upon;
  - iv) Any other relevant matters.
- b) At the annual fall meeting the Principal of the school and the Secretary of the Board, shall report on the activity and progress of the school. At this meeting the Treasurer shall present the financial statements for the fiscal year accompanied by a report of the audit committee.
- c) Special meetings may be called by the Board at any time, or must be called within two weeks after a request in writing by at least one-fourth of the members of the Corporation. Such notice must state the reasons for calling the meeting. A special meeting must be held within four weeks of calling and shall transact only that business for which it was specifically called.

### **Article 9 - Finances**

The activities of the Corporation shall be financed by:

- i) Voluntary contributions;
- ii) Donations;
- iii) Tuition;
- iv) Any other appropriate sources of income approved by the Board. All forms of gambling; i.e., lotteries, draws, raffles, will be considered inappropriate sources of income for the Corporation.

No member of the Board of Directors of the Corporation shall (except for repayment of expenses incurred on behalf of the Corporation) receive any of the income of the Corporation and the activities of the Corporation shall be carried on without a view to profit.

The fiscal year of the Corporation shall begin on September 1st and end August 31st.

## **Article 10 - Dissolution**

The Corporation cannot be dissolved except upon proposal of the Board of Directors and a seventy-five percent majority vote of those present at a general meeting of the Corporation which has been called together to consider this proposal. In case of such dissolution all remaining assets of the Corporation shall be distributed as determined by the Board of Directors to Evangelical Christian charitable organizations which carry on their work in Ontario and which are registered charities within the meaning of sub-section 248(1) of the Income Tax Act or any similar provision of any legislation of the Parliament of Canada from time to time in force of like or similar effect.

## **Article 11 - Amendments**

This constitution (excluding Articles 2, 3, 5, 10 and 11) may be amended by a 75% majority vote of the membership of the Corporation at any general meeting of the Corporation, provided that two weeks previous notice has been sent to each member stating the desired change. Articles 2, 3, 5, 10 and 11 of this Constitution require 90% vote of approval from 100% of the membership.

**(revised 2007)**

## **Article 12 - Interpretation**

The Board of Directors shall have power to interpret and construe this Constitution and all By-Laws, rules and regulations adopted pursuant thereto in all cases where the interpretation or construction thereof shall be called into question. The decision of the Board shall be final, subject to the right of any aggrieved member to take an appeal to the next general meeting. The appeal must be submitted in writing to the Board at least thirty days prior to the date of such meeting. A seventy-five percent majority vote of the members present will be necessary to alter the decision made by the Board.

# **GENERAL BY-LAWS K-W FELLOWSHIP CHRISTIAN SCHOOL ASSOCIATION**

## **Head Office**

The Head Office of the Corporation shall be in the City of Kitchener/Waterloo, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

## **Seal**

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

## **Board of Directors**

The affairs of the Corporation shall be managed by a Board of Directors elected by the membership at its annual spring membership meeting. A director's first term of office shall be set for one (1), two (2), or three (3) year(s) so that where feasible no more than one-third of the directors shall retire in any given year. A director may serve a maximum of two (2) consecutive terms, the second term being for a period of three (3) years. A retiring director shall not be eligible for re-election until one year after his/her normal term of office has expired. Any vacancy on the Board may be filled for the unexpired term by the remaining directors appointing a qualified member from the Corporation. No member of the Staff of the school shall serve as a director. A director may be removed before the expiration of his term, by a 75% majority vote of the Board of Directors: subject to appeal at the next membership meeting at which meeting a 75% majority vote of the membership would be required to overturn the decision of the Board of Directors. A majority of directors present at a Board meeting shall constitute a quorum. Meetings of the Board shall be held as often as required to carry out the business of the Corporation and shall proceed according to Roberts Rules of Order. A Board meeting may be called by the Chairman, Vice-Chairman, or Secretary. A special board meeting shall be called on request of at least four (4) Board members. A majority vote shall decide any issue before the Board. The Chairman shall refrain from voting. In the case of a tie vote, the Chairman may cast the deciding vote. Any transactions involving the purchase of land and/or buildings shall be approved by a two-thirds majority of the general membership of the Corporation duly called for that purpose. The directors shall not receive any remuneration for so acting.

## **Officers**

There shall be a Chairman, Vice-Chairman, Secretary, Treasurer, an Assistant-Treasurer and any other officer as the Board may determine.

All officers shall be Board members, shall hold office for a one-year term and may be re-elected for another term. All signing officers shall be bondable.

## **Chairman**

The Chairman shall preside over all Board and membership meetings and be an ex officio member of all committees. The Chairman shall be responsible for the general management and supervision of the Corporation's operations including compliance with its Constitution and By-laws. The Chairman may be removed from office by a two-thirds vote of the Board. In consultation with the Secretary, he/she may make prompt decisions when required and submit a report thereof at the next Board meeting.

## **Vice-Chairman**

The Vice-Chairman shall substitute for the Chairman in his/her absence or inability to act and generally assist the Chairman in the discharge of his/her duties.

### **Secretary**

The Secretary shall record minutes of all Board meetings, shall give notices of Board and membership meetings, when required, shall be custodian of the corporate seal and all corporate records, correspondence, and documents and shall perform other duties as directed by the Board. The Secretary shall make available a complete membership list at each membership meeting.

### **Treasurer**

The Treasurer shall record and oversee the Corporation's financial affairs, disburse funds at the Board's direction and shall render an account of all transactions to the Board. All disbursements shall be approved and signed by one of the Chairman or Vice-Chairman and one of the Treasurer or Assistant-Treasurer. The Treasurer shall provide a report of all financial transactions at the end of the fiscal year, shall render reports to the Board as directed and shall promptly notify the Chairman of any shortage of funds. The Treasurer's books shall be reviewed by the Audit Committee each year.

### **Assistant-Treasurer**

The Assistant-Treasurer shall substitute for the Treasurer in his/her absence or inability to act and generally assist the Treasurer in the discharge of his/her duties.

## **Committees of the Board**

Committees of the Board may be established, each of which shall have at least one Board member. Such committees shall include:

1. Education Committee - it shall oversee the education programmes, policies, scholastic quality and Christian character of the instruction, discipline and educational facilities of the school; and it shall make staff recommendations to the Board. The committee should consist of five (5) members. The committee is encouraged to seek input from educational professionals.
2. Finance Committee - it shall make recommendations to the Board concerning an annual budget, fund-raising activities, tuition payment policies and any other matter affecting the financial operations of the school. The finance Committee shall make arrangements for an annual review of the books, accounts and records of the Treasurer by the Audit Committee. This report shall be submitted to the Board for presentation to the membership. A fund raising committee may be formed as a sub-committee of the Finance Committee.

3. Promotion Committee - it shall recommend to the Board a programme of action by means of which the cause of Christian Elementary Education may be advanced and strengthened, and arrange means for implementing such programmes, upon Board approval. The committee shall also follow up interested individuals and inquiries.
4. Facilities Committee - it shall concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school and make recommendations to the Board concerning these matters. It shall make recommendations to the Board concerning the appointment, work and salary of the custodian or any other person engaged for the maintenance of the physical plant.
5. Additional Committees - if appointed, they shall act with responsibilities delegated from the Board and shall make a detailed report of its proceedings at the next subsequent Board meeting.

### **Execution of Documents**

All documents shall be signed by the Chairman or Vice-Chairman and Secretary or such other officer as the Board may direct. The Treasurer may substitute for the Secretary to execute contracts in the ordinary course of the Corporation's business.

### **Membership Meetings**

General membership meetings, shall be held at the Board's discretion.

1. Date of meetings - the Corporation shall hold two stated meetings each year, one in the spring and one in the fall, the exact time and place of such meeting to be determined by the Board.
2. Notice of meetings - the Board shall notify the membership in writing at least two weeks in advance of all meetings. This notification shall contain date, place and agenda of the meeting to be held and must be accompanied by the budget, financial statements and any other pertinent material as applicable. Notification in the school bulletin is valid.
3. Error or Omission in Notice - No error or omission in giving notice of any annual meeting or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director or officer shall be his last address recorded on the books of the Corporation.

**A quorum** shall consist of not less than one-third of eligible members entitled to vote exclusive of the Board, either personally present or represented by proxy.

Each qualified voting member shall be entitled to one vote. Any proxy holder shall be a member and shall satisfy the Secretary as to his authority prior to voting. Subject to the discretion of the Board, only paid-up members shall be entitled to vote in person or by proxy. All matters shall be determined by a majority vote by show of hands or, if demanded, by ballot. In case of equality, the Chairman may cast the deciding vote. The right to vote is determined in Article 4 of the Constitution.

### **Notice**

Whenever notice is to be given, it may be given in person, by prepaid post at the recipient's last known address as appears on the books of the corporation or by other appropriate method. Any matter sent by post shall be deemed to be sent when posted.

### **School Year**

The school year shall be determined by the Board and such holidays, professional development days vacations shall be allowed as determined by the Board.

### **Borrowing**

The Board may borrow on the credit of the Corporation on such terms and conditions as may be advisable. Any major borrowing for capital expenditures, such as the purchase of real estate shall be approved by at least two-thirds of the membership at a meeting duly called for that purpose.

### **Amendments to By-Law**

These By-laws may be amended by a 75% vote of all Directors at a meeting of the Directors who have received at least 14 days notice of such meeting. Such amendment must be ratified by at least a 75% vote of the membership of the Corporation at a subsequent membership meeting duly called for that purpose, notice of which has been sent to each member at least 14 days prior to such meeting. An amendment may be proposed either by the Board or by at least one-fourth of the membership.

### **Interpretation**

The Board of Directors shall have power to interpret and construe all By-laws, rules, and regulations adopted in all cases where the interpretation or construction thereof shall be called into question. The decision of the Board shall be final subject to the right of any aggrieved member to take an appeal to the next general meeting. The appeal must be submitted in writing to the Board at least 30 days prior to the date of such meeting. A 75% majority vote of the members present will be necessary to alter the decision made by the Board.

**(passed: April, 1995)**