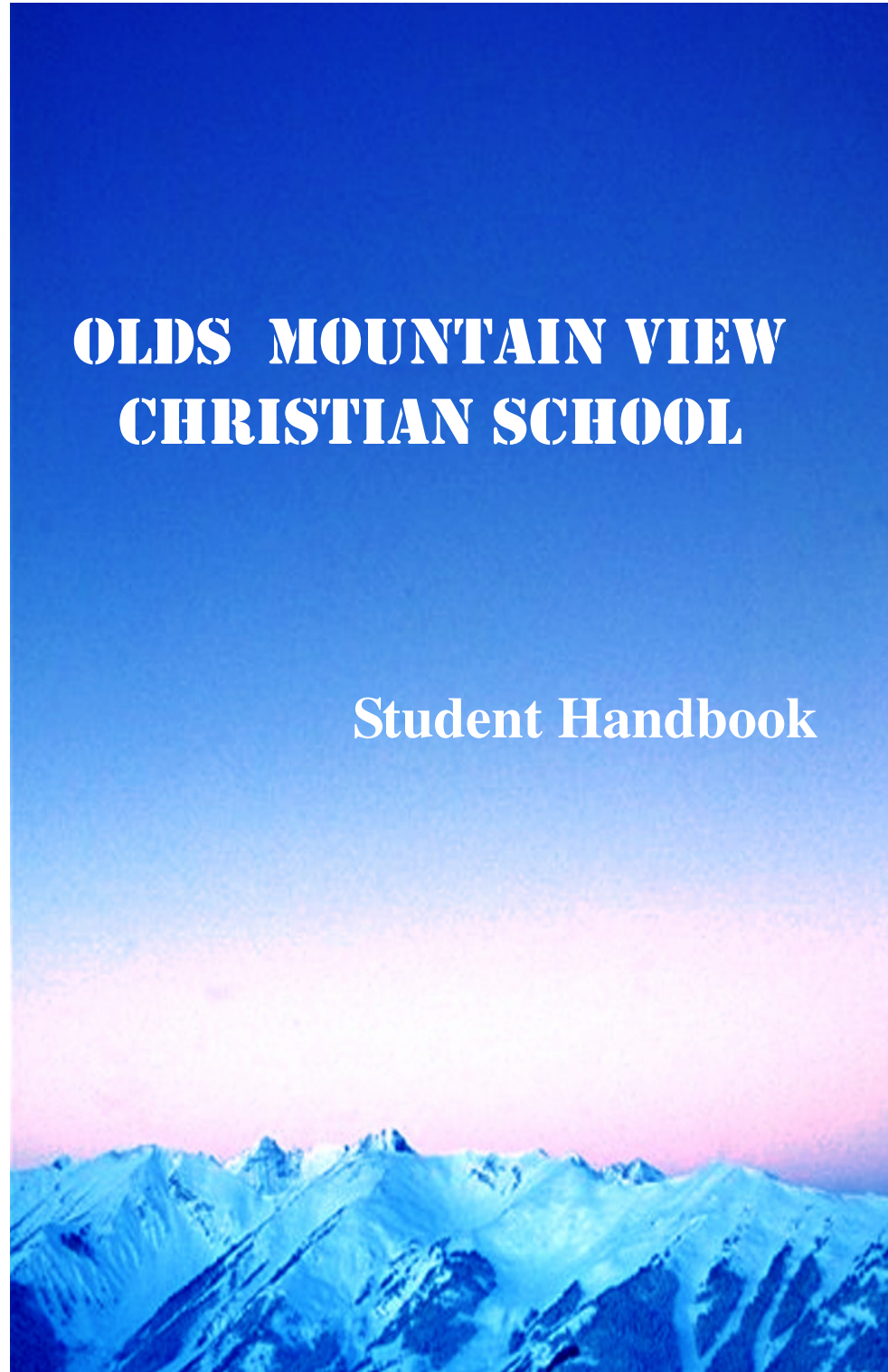


**OLDS MOUNTAIN VIEW
CHRISTIAN SCHOOL**

Student Handbook



Objective

The objective of a private Christian School is to teach children how to live and equip them for success. The Bible verse in Proverbs 22:6 admonishes adults to train up a child in THE way he SHOULD go.

A Christian School is an extension of the Christian home in training young people. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom.

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Physical Education

It is our policy that no student is excused from the required physical education course without the doctor's written excuse.

Detentions will be given if a child fails to be in complete P.E. uniform each P.E. period. Repeated offenses double the penalty. Clothes will be taken home each day and washed at least twice a week.

The athletic program of this school is a coordinated effort; therefore, students are requested not to bring athletic equipment from home. They are not to expect use of school equipment except during planned and/or authorized activities.

Jr. & Sr. High Extracurricular Eligibility and Privileges

All students are eligible for sports and extracurricular activities the first two weeks. After that time, "A" privilege must be maintained for eligibility.

Girls:

Each young lady is to be discreet and modest in appearance. All ladies must wear dresses or skirts which reach below the knee. Necklines must be no lower than 1.5 inches below the collarbone. T-shirts, form-fitting clothing, see-thru blouses, and dresses or skirts with slits above the knee are not allowed.

Makeup and jewelry should be conservative and minimal. Shoes should be neat & practical; tennis shoes may only be worn for P.E.

Girls casual uniform consists of:

- Navy/White polo shirt
- Navy slacks
- Navy vest or blazer/sweater
- Black Dress shoes

Girls dress uniform consists of:

- White oxford shirt
- Navy tartan kilt
- Sweater/vest
- Black Dress shoes

Girls P.E. Uniform consists of:

- Navy/White polo shirt
- Navy sweat pants or culottes
- White socks
- Tennis shoes
- Navy Hoodie

Special Activities:

Students who attend official school activities after hours (either on or off campus) must wear clothing consistent with the Learning Center standards set by the principal.

Statement of Faith

1. **The Holy Scriptures.** The Holy Scriptures of the old and New Testament are the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and, therefore, are the final authority for faith and life. The sixty-six books of the Olds and New Testaments are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning (**2 Tim. 3:16-17; 2 Pet. 1:20-21**).
2. **The Godhead.** There is one God, the eternally existing Father, Son, and Holy Spirit-coeternal in being, coidential in nature, coequal in power and glory, and having the same attributes and perfections (**Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26**).
3. **Christ and His Work.**
 - a. The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (**Isa. 7:14; 9:6; Luke 1:35; John 1:1-2,14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8**).
 - b. The Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, our justification is made sure by His literal, physical resurrection from the dead (**Acts 2:18-36; Rom. 3:24-25; 1 Pet. 2:24; Eph. 1:7; 1 Pet. 1:3-5**).
 - c. The Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, Where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (**Acts 1:9-10; Heb. 7:25; 9:24; Rom. 8:34; 1 John 2:1-2**).
4. **The Total Depravity of Man.** Man was created in the image and likeness of God, but in Adam's sin the human race fell, man inherited a sinful nature, and became alienated from God; and, man is totally depraved, and or himself, utterly unable to remedy hi lost condition (**Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19**).
5. **Salvation.** The Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (**John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; John 14:6**).

6. **Missions.** God has given all Believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (**Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20**).

Biblical Principles

One of the basic reasons why parents enroll their children in a Christian School is to obtain an education grounded in Biblical values. OMVCS uses the Biblically-based Accelerated Christian Education curriculum. This curriculum includes Scripture memory passages and teaching about God and Jesus Christ - all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students sense of responsibility and integrity.

Standard of Conduct

Students are expected to refrain from engaging in cheating, profanity, smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to disciplinary procedures. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Clothing Regulations & Personal Appearance

Learning Center & P.E. Attire:

Each student's appearance must be such that Christ would be pleased and honored. It is vital that each student whole-heartedly support the dress standards.

Boys:

Boys must have a standard, conservative haircut (no "punk" or "fad" hairstyles are allowed.) The hair is to be tapered and is to be off the collar and ears, with sideburns no longer than the middle of the ears. Boys must be clean shaven (no stubble or facial hair). Boys should also wear plain white undershirts. Shoes should be neat & practical; tennis shoes may only be worn for P.E.

Boys casual uniform consists of:

- White or navy polo shirt
- Navy slacks with belt
- Navy vest or cardigan
- Black dress shoes

Boys dress uniform consists of:

- Light blue oxford shirt with navy tie
- Navy dress pants with belt
- Black dress shoes

Boys P.E. Uniform consists of:

- White or navy polo shirt
- Navy sweat pants or knee-length shorts
- White socks
- Tennis shoes
- Navy Hoodie

Parties:

Parties are not school-sponsored unless parents receive a notification letter from the principal.

Visitors:

Visitors obtain pass from office before entering Learning Center.

Transportation:

Cars & bikes should be locked. All students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to and from the school.

Telephone Use:

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have their supervisor's permission.

Finances:

Academic records will not be sent to another school until the account is paid in full.

Student Concerns:

Students are encouraged communicate any concerns that they may have regarding staff or students to their parents, other staff, or board members. All concerns will be investigated.

Accreditation

Accreditation by a governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in governmental schools. It was established as a governmental means of causing local public school districts to meet what the educational agencies determined to be minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in education institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude though nationally standardized tests.

Accelerated Christian Education of Canada is the accrediting agency of its schools. Model or Quality Accreditation is available.

Admissions Procedure

OMVCS admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

Admissions Procedure

1. Parents view a visual presentation at school.
2. Parents visit school.
3. Parents and student read this handbook thoroughly.
4. Parents (or students) request that student's pastor send a letter of recommendation.
5. Application is submitted accompanied by registration fee and previous report card.
6. Office will then call for an interview (both parents and pupil) with the principal and another Board Member.
7. Parents will be notified of acceptance.
8. Medical History form is submitted.

Medical Guidelines

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the school office.

Parental Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

The first parent/staff meeting will be held at the opening of school. Parent/staff meetings are scheduled following the first quarter, following the third quarter, and at the spring Awards Program. Individual parent conferences with the supervisor are scheduled following the first and second quarters.

P.E. Equipment:

When a student checks out physical education equipment, he is responsible to return it or pay for it.

Lunch Procedures:

Eat only at assigned area.

Put trash into wastebaskets.

Clean off table.

Go to recreational area after receiving permission to be dismissed.

Off Limits:

Other student's offices

Principal's Office

Storage Room

Computer & related equipment and materials

Learning Center when staff is not in attendance

Vehicles & parking area

(Closed campus policy: students may not leave the school grounds during school hours without permission.)

Music:

Only that which has been approved by staff if permitted.

Instruments are to be played only in supervised music classes.

Books/Magazines:

Must be approved by supervisor upon student's arrival at school.

Student Bulletin Boards:

Only POSITIVE, approved items.

Test Table:

After the PACE is completed, scored, restudied, and turned in, the Test is issued the following school morning. Tests are administered at the Test Table.

Media Station:

Computer-related academics are completed at the Learning Center media station. Students will be required to purchase and maintain specified computer disks.

General Comments for Parents & Students

Gripping:

Gripping is not tolerated (detentions for violations).

Property:

Marked on, defaced, or broken property is to be replaced at offending Student's expense.

Guns, matches, lighters, knives, radios, un-approved music, and gum are not permitted on campus.

Cell phones are to be kept out of the Learning Center and may not be used any time during school hours.

Language:

Use only words which glorify the Lord.

“Six-Inch” Rule:

ALL students should keep “hands off other students”.--”six-inch rule,” “no back talk,” and “no monkey business.”

Computers

Computers are a way of life; therefore, all students are given the opportunity to learn how to use computers starting as early as grade one. Every graduate is expected to be computer literate. Students are required to provide their own computer disks for academic work.

- Students with “A” or “C” privileges may use any free computers during their extra break, but must get off immediately when the bell for break rings.
- Students with “A” or “C” privileges may use the computer for an hour in the afternoon if their goals are completed and checked.
- If you are on the computer when it is not your turn, or if you remain on the computer after break has ended, you will lose computer privileges for the following week.
- If you do not get your homework done twice in one week, or if you acquire 60 minutes of detention in one week, you will lose your computer privileges for the following week.
- When school is out for the day, computers may be used after 4:00 p.m. – no earlier!
- The lunchtime use of the computers begins at 12:15.
- Cell phones are not to be used during school hours.

School Supplies

- General supplies for all students:
- Personal Bible (NIV)
- Blue ball-point pen
- Dictionary (paperback acceptable)
- Pencils
- Computer disks
- Colored pencils (assortment)
- Standard notebook paper for reports and compositions
- file box (for 3" x 5" cards)
- 3" x 5" cards for research notes (PACE 1037 and above)
- Eraser
- Ruler
- PACE carrier or clipboard
- Tissues
- Small box for supplies
- Comb
- P.E. bag (no logos other than the school's official emblem)

Elementary Department

- Scissors (rounded point)
- Crayons
- Glue

High School Department

- Compass
- Protractor
- Calculator (scientific for level 7 - Texas Instrument T83 Plus or T84)

Congratulations & Completion Slips:

Take Congratulations & Completion Slips home to parents the day it is received.

Score Station:

Score keys are to be handled carefully.

Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help.)

If working on a PACE that has a score strip, put a red "X" in the first box of the score strip.

Use only a red pen supplied at score table (red pens are never kept at office.)

Score Key answers are for scoring work only.

Correct wrong answers in pencil at office.

If working on a PACE that has a score strip, put an "X" in pencil in the second box of the score strip.

Rescore--circle each red "X" in red when the answer is correct.

When scoring is complete, put a red "X" in the third box of the score strip.

Replace pen in holder.

Replace Score Key in proper place.

Student Offices:

Offices are assigned and only changed by the supervisor. They must be care for by the student.

A chair cushion and approved background material for the bulletin board may be brought in by the student.

Anything placed in office must be approved by the supervisor.

Students are not to lean or sit on office or divider.

Electrical outlets are for approved school equipment only.

A Progress Chart is also placed on the student office bulletin board. No marks are to be made on it. (A fee is charge for a duplicate.)

PACES:

PACEs are private property and are not to be shared among students.

After a PACE is complete, the student waits until the following school morning before receiving the Test; he will wait until the following school morning before receiving Test results and a new PACE.

Work in PACEs are done in pencil.

Calculators are permitted in the Learning Center only at the supervisor's discretion.

Goal Card:

The Goal Card is to be kept up-to-date; use pen in setting goals. Goal Card is placed on student's office bulletin board.

The student should keep his Goal Card posted on his bulletin board.

He should set the exact page numbers of the work for that day.

He should cross off daily goals when they have been scored and corrected.

Changes to goal card can be only done by the supervisor.

Christian Leadership Training

Devotions: Students participate in devotional periods of 20 minutes on Monday, Tuesday, Thursday, and Friday. Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions.

Chapel: Weekly chapel sessions are held during which the student identifies his education with Biblical principles and wisdom.

Students must bring their Bibles and Chapel Notebooks to all devotions, chapels, and special meetings.

Christian Canadianism

Christian Canadianism places emphasis upon the greatness of Canada's heritage and the sacrifices of her heroes. Canada's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical principles of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

Pledge of Allegiance to the Canadian Flag

I pledge allegiance to the flag of Canada, and to the Country for which it stands, one nation with freedom and liberty to worship God.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Saviour for Whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

Incentive Program

Level “A” Responsibilities:

- Complete number of PACEs listed on the chart on page 14.
- Maintain academic balance*.
- Accumulate no more than 45 minutes detention on the preceding week.
- Memorize previous month’s Bible selection.

Level “A” Privileges

- Additional five minutes for morning breaks.
- May read approved literature or listen to inspirational tapes in office after daily goals are completed.
- May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational tapes, and computer).

Level “C” Responsibilities

- Complete number of PACEs listed on the chart on page 14.
- Maintain academic balance.
- Accumulate no more than 30 minutes detention on the preceding week.
- Memorize previous month’s Bible selection.
- Present a special monthly 5-minute oral report on an topic of interest.

Level “C” Privileges

- Additional ten minutes for morning breaks.
- May read approved literature or listen to inspirational tapes in office at any time during the day except at required classes (i.e. art, music, group discussions, and P.E.)

** Academic Balance means having the same number of PACEs completed in each curriculum subject as prescribed. Academic balance is required in order to achieve privilege status and honor roll unless a student is bringing a subject up to level.*

in student’s Learning Center file.) New PACE and old PACE with Test are placed in “CONFERENCE” tray.

9. **SUPERVISOR** pulls materials from the “CONFERENCE” tray, briefly discusses Test results with student, and gives a star and new PACE to the student. The **SUPERVISOR** places the Test and old PACE in “FILE” tray for filing.

Learning Center Rules

General:

A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in office or tip back in his chair.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.

The Christian flag should be raised for supervisor guidance in academic difficulties. The Canadian flag should be raised for monitor assistance in nonacademic activities (checkout reference book, use rest room, use computer, etc.). Personal questions should be asked on break time.

Gum is not allowed on school property.

Trail of a PACE

Following is the normal routine of a PACE:

1. **MONITOR** checks Supervisor's Progress Card for PACE needed and pulls PACE from PACE inventory. (Test is removed and placed in Student's Learning Center file.)
2. **MONITOR** enters the PACE number in the space designated # on the Supervisor's Progress Card to indicate PACE has been issued to the student. **SUPERVISOR** gives the PACE to the students.
3. **STUDENT** completes the PACE at his office, periodically taking the PACE to the score station, where he checks it for accuracy. (Student uses red pen provided at the score station.) **SUPERVISOR** checks PACE and initials in green for student to proceed with Checkups & the Self Test. (**NOTE:** In some English PACEs require completion of a literature section and a Wisdom insert **BEFORE** the final PACE Test is given. Some Science PACEs require a lab report before final PACE Test is given.)
4. **SUPERVISOR** checks the Self Test when the student is ready to test, reviewing and problem areas with the student, and "holds" the PACE until the next day in the "TO TEST" tray.
5. After school hours, **MONITOR** pulls Test from file and places in "TO TEST" tray with PACE.
6. **STUDENT** is called to test table where he completes the Test. (PACE is placed in "TESTING" tray.) Completed Test is placed in "TESTED" tray with matching PACE.
7. **SUPERVISOR** scores the completed Test after school. Score on completed Test is not discussed with student until the following day.
8. **MONITOR** records the student's Test score on the Supervisor's Progress Card and draws new PACE from student's Learning Center file. (Test is removed and placed

- May engage in approved extracurricular activities in office or participate in other assignments and projects outside the Learning Center.
- May be out of seat without permission in the Learning Center.
- May serve on approved projects (i.e. errands, office aid, and studentmonitor).

Level "E" Responsibilities

- Complete number of PACEs listed on the chart on page 14.
- Maintain academic balance.
- Accumulate no detention on the preceding week.
- Memorize previous month's Bible selection.
- Read and report on a literature book or a book selected from a prepared list. (May substitute a five minute oral report on a topic of interest.) The report qualifies for a 4-week period.
- Be available for participation in school activities (i.e. chapel/assembly and guest tours)
- Must be engaged in some community service on a regular basis (i.e. music, drama, visiting widows/widowers/shut-ins) or church-related service (i.e. bus ministry, evangelism, music, ushering, junior church, janitorial work, and greeting visitors).

Level "E" Privileges

- Additional ten minutes for morning breaks.
- May read approved literature or listen to inspirational tapes in office at any time during the day except at required classes (i.e. art, music, group discussions, and P.E.)
- May engage in approved extracurricular activities in office or participate in other assignments and projects outside the Learning Center.
- May be out of seat without permission in the Learning Center.
- May serve on approved projects (i.e. errands, office aid, and studentmonitor).
- May leave Learning Center at will for approved projects when not committed to other responsibilities or functions.
- May attend approved off-campus functions of a spiritual nature (i.e. Biblical conference, work for a Christian political candidate, etc...)

Level “R” Responsibilities:

- Granted automatically to every student at the beginning of the year.
- Can be lost by abusing or misusing privileges.

Level “R” Privileges

- May score without permission.
- May take items to the garbage without permission.
- May sharpen pencil without permission.

**Total PACEs to be completed by the end of the week to earn privileges for the following week.
(72 PACEs minimum to be completed per year)**

	<i>by the end of week...</i>								
	1	2	3	4	5	6	7	8	9
A	2	4	6	8	10	12	14	16	18
C,E	3	5	7	9	12	14	16	18	21

Example: A student must have completed 6 PACEs by the end of week 3 to qualify for privileges during week 4.

Application for Privileges:

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges form on the final day of the week preceding their desired week of privileges. They should complete the form and submit it that day. At

Detention

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:
 3 marks = 20 minutes detention
 4 marks = 30 minutes detention
 5 marks = 45 minutes detention
 6 or more marks = 60 minutes detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

High school students in particular--because of their influence on younger children--are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorable before all men."

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life:

"Children, obey your parents in all things, for this is well pleasing unto the Lord." Colossians 3:20

"Let every soul be subject unto the higher powers..." Romans 13:1

"Obey them that have the rule over you, and submit yourselves..." Hebrews 13:17

"For the commandment is a lamp, and the law is light; and the reproofs of instruction are the way of life." Proverbs 6:23

"He is in the way of life that keepeth instruction; but he that refuseth reproof erreth." Proverbs 10:17

"Chasten thy son while there is hope, and let not thy soul spare for his crying." Proverbs 19:18

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15

opening exercises on Monday, the principal will present the privilege status emblem for the student to display during the week.

A student may earn more and more privileges as he assumes more and more responsibilities.

Remember: Privileges are incentives designed to promote learning achievement.

Attendance

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance.

Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work.

Excessive absence will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

A student is considered tardy if he is not in the Learning Center on time. A detention will be given. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

Homework

The responsibility for scholastic achievement is placed on the students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete his work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be sent home with the student. The slip is to be signed by the parent and returned the following day. No resource books may be taken home without supervisors permission.

HOMEWORK ASSIGNMENT

Name _____ has not completed the prescribed assignment for today and is required to do the following for homework:

ACCELERATED CHRISTIAN EDUCATION

Math page(s) _____ Social Studies page(s) _____

English page(s) _____ Science page(s) _____

Literature page(s) _____ Word Building page(s) _____

Bible Memory _____

My child has informed me of the above homework assignment, which he/she assumes responsibility to complete.

Date _____ Parent Signature _____

Fire Drills

Practice fire drills will be held during the school year. At the sound of a fire alarm, students are to stand and march out of the building in an orderly manner to a designated place. At two bells, they may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his group.

Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents on the Thursday following each nine week period. The report is to be signed by the parents and returned to the school promptly.

Discipline

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of the parents who have experienced difficulty in fulfilling their roles.

All students are admitted on probation for the first six weeks.

The student must at all times conduct himself in a manner becoming of a Christian gentleman or lady. **Gripping is not tolerated!** If your child does come home complaining about a policy of discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that the child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and they are enforced without partiality.
4. Support the administration and call the school for the facts.

When a child's attitude is not in accord with the school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

International Student Convention

A most exciting and rewarding event for students is the A.C.E. Canadian Regional Convention. Students who attain their thirteenth birthday by December 31 of the current school year and who have not attained their nineteenth birthday by the same date, are encouraged to prepare for competition in any of 140 events including academics, athletics, music, drama, arts/crafts, and science exhibits. Winners are eligible for the International Student Convention held each spring. A.C.E. Student Convention Guidelines are available to assist students in preparing for competition. Preparation begins in the fall under supervisor control.

Congratulations & Completion Slips

Every time a student receives a PACE star, he is given a Congratulations Slip (or a Completion Slip for high school students) which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage him and compliment the student at this time.

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Annual Awards Program

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards.

This is a list of awards commonly presented:

Learning Center Awards

- Highest PACE Average*
- Most PACEs Completed*
- Best Office Awards*
- Bible Reading Awards*
- Penmanship Certificates (primary)*
- Scripture Memorization*
- Perfect Attendance*
- Honor Roll*
- Literature Certificates*

Art

Music

Most Improved

International Honors Certificate (graduates only)

School Spirit Award

Citizenship Award

Christian Service Award

Golden Apple Award (Proverbs)

Golden Lamb Award (John)

Golden Harp Award (Psalm)

Christian Soldier Award (Romans, Galatians, Ephesians, Philippians)

Outstanding Christian Character

Supervisor's Award (#2 overall student)

Administrative Award (#1 overall upper-level student)

*Athletics**

* Athletic awards are given on the basis of physical ability AND moral character

Literature Certificate

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the school year, students must read and report on at least 20 character-building books at or above their English curriculum level. Books must be approved by the supervisor prior to reading. No more than ten books may be associated with English PACEs.

Field Trips

Pupils who meet the minimum requirements for the week (two PACEs completed per week) have the honor of attending the quarterly field trip. This educational excursion is held to provide a regular incentive to those who meet all the minimum responsibilities for the week.

Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Supervisors may ask the students to take notes and complete tests upon returning to the school.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Honor Roll Trip

On a designated day during the first week of each quarter, students whose average for the previous quarter is 88-93 percent (Supervisor's Honor Roll) or 94 percent or above (Principal's Honor Roll) are taken on a special outing.

Students who have met Honor Roll requirements during the previous quarter (monthly Scripture memorized and 18 PACEs in academic subjects, with at least an 88% average) are eligible for the Honor Roll Trip.