



London
Christian
Elementary
School

Family HANDBOOK

2011-2012

**LONDON CHRISTIAN ELEMENTARY SCHOOL
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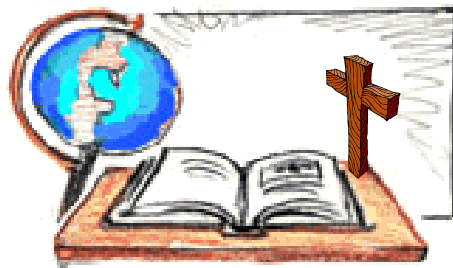
www.londonchristian.ca

WELCOME TO LONDON CHRISTIAN ELEMENTARY SCHOOL !

This School Handbook is designed to help you get acquainted with some of the policies and procedures of London Christian Elementary School (LCES). It will also introduce you to the staff, school board and various committees.

At LCES we strive to foster positive and mutually supportive relationships between home and school. It is our hope that this handbook will provide you with material that is helpful and informative. If questions or concerns remain after you have reviewed its contents, please call the principal.

This school is rooted in a desire to help students love and serve our God. We invite you to work together with us to maintain a spirit of Christian kindness and cooperation.



To God be the glory!

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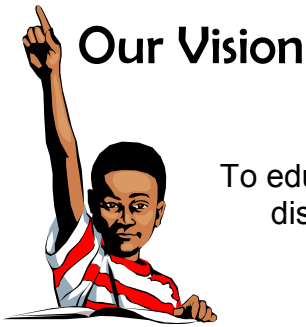
Please note:

LCES is a nut-free school. Please take care when packing lunches that all items do not contain nuts or traces of nuts.

When you leave home in the morning, please also make sure that your teeth are brushed and your hands washed so that nut oils cannot be transmitted from your home.

Thank you for helping make LCES a safer place for all students.





Our Vision

To educate children, equipping them for a life of faithful, Christian discipleship.

Our Mission

London Christian Elementary School is an interdenominational Christian School established for parents seeking to provide their children with a Christ-centered elementary education. Empowered by the Holy Spirit and partnering with the home and the church, the school aims to educate children in a vibrant and creative environment, enabling them to grow in their understanding of God and His world, equipping them for discipleship in all areas of life.

The school recognizes the unique giftedness of every student and respects each child as an imagebearer of God. Therefore, the school strives to develop the individual talents and abilities of all students for the purpose of building Christ's community.

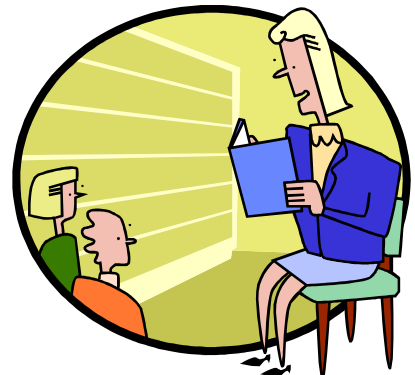
As dedicated professionals and servants of Christ, the staff is committed to pursuing excellence within a caring educational environment. Through the curriculum teachers encourage students to explore Creation, to reflect on its wonder and brokenness, and to make responsible choices with the gifts God has given them.

Our Purpose

Our goal is to work with parents to encourage their children to be faithful Christian disciples.

We do this by assisting students in developing:

- Their knowledge and understanding of God and his world, equipping them for lives of love and service in all areas of life
- A personal commitment to Jesus Christ as Lord and Saviour
- A commitment towards joyful service to God and one's neighbour
- A personal responsibility of individual talents and abilities
- A healthy self-esteem as a child of God
- Positive and caring relationships with fellow students and teachers



Our Values



Our Faith

- God is the creator of all that exists. He sustains, rules, and actively upholds all that He has made.
- Sin entered the world through our disobedience. God, because of his infinite love for us sent his only Son, Jesus Christ, to live among us and to die on the cross in order that all who believe in Him might live.
- The Bible is the inspired Word of God; it is the story of God's relationship with his people and the world. Through Scripture we grow in our knowledge of God.
- The Holy Spirit works in our hearts and minds that we might live joyful lives of praise to God.

The Child

- Children are gifts from God and are loved, nourished, and respected as image bearers of God.
- Each child is a unique part of God's creation. All children have been given gifts and talents, which will be nurtured as they serve God and others.

The School



- The school is a community of learners brought together by the common love of Christ. His presence guides the life of the school.
- Through the curriculum the majesty of God is revealed. Children are led to discover how wonderfully and intricately God created the world and how he cares for and sustains it.
- Curriculum is integrated with our faith in Christ. It is both challenging and demanding, and meets the needs of students at their various levels of ability.
- Teachers and staff are dedicated and qualified professionals, believers in Christ, and are committed to providing a caring and challenging environment for learning.

The School Community

- Supporters of LCES are believers in Christ, interdenominational in background, and are committed to Christian education.
- The school, the church, and the home form a vital partnership in the development of a child's life.
- Members support the school through prayer, financial support, and participation in the life of the school.

Our World

- The world belongs to God. In spite of sin it remains a place filled with wonder, and constantly reflects God's amazing grace.
- Christians have a responsibility to become fully engaged in this world, using their talents to unfold, to explore, and to discover all that God has made.
- As ambassadors of Christ we are to hold Him as a light in this world, to love and to serve Him, and to give God the glory.



A MESSAGE TO PARENTS FROM THE PRINCIPAL

Dear Parents:

Welcome to London Christian Elementary School! On behalf of the school board and staff of LCES, I would like to extend greetings and thank you for choosing to be a part of our school community.

LCES has been in operation for 50 years! It was established to give parents the opportunity to offer Christian education from an evangelical, Reformed Christian perspective. Many faithful hearts and prayerful hours have gone into making this school the place that it is today. We continue to depend upon God's grace to carry us forward in the midst of a rapidly changing world.

Our program of studies is conscious of the guidelines and standards set by the Ontario Ministry of Education. The program is distinct from the provincial guidelines in its orientation and outlook, however. Emphasis is placed on teaching Christianly, providing students with the ideas and skills necessary to help them learn to discern how to best serve their Savior with integrity and joy.

Teachers at LCES are dedicated to making a difference in the lives of their students. In a sense they will always remain students themselves, gaining wisdom and insight the more they practice their God-given vocation. Teaching is a challenging task. I encourage you to support and pray for the staff. They undertake an important duty and depend upon your help to educate students.

By choosing to be a part of our school society and parent community, you and numerous other families continue to support a vision for Christ-centered education in London. After you finish reading this letter, please join with us in committing yourself regularly to pray for this school and its continued ministry - a school "*built in faith and overflowing with thanksgiving.*"

In Christ,

Mary Haven

Principal



INTRODUCING LCES



London Christian Elementary School is an independent Christian elementary school. It is operated by the London Christian Elementary School Society, which is governed by a school board, elected from the supporting parent and community members. The school is funded by the membership and supporting community. As an incorporated non-profit organization, the society's purpose is the establishment, promotion and maintenance of Christian instruction in London.

Affiliation...

LCES is affiliated with the Ontario Alliance of Christian Schools (OACS), a Christian school service organization based in Ancaster, Ontario. We are part of the Woodstock District of OACS, comprised of area Christian schools in Woodstock, Strathroy, Aylmer, St. Thomas and Clinton. The OACS represents over 70 schools (both elementary and secondary) with 700 teachers and 10,000 students throughout the province. The Alliance is part of Christian Schools Canada (CSC). CSC has headquarters in Winnipeg, Manitoba and consists of 3 districts throughout Canada. The CSC is in turn part of the larger body of Christian schools around the world, known as Christian Schools International, or CSI.

LCES and the Ontario Ministry of Education...

LCES is designated as an independent school. In September 2000 we obtained recognition and assistance through Community Care Access Centers (CCAC) for students requiring health services. In the summer of 2001 the Ontario government passed Bill 45 (The Equity in Education Tax Bill) giving parents of independent school students a tax credit. Regulations for this new law came into effect on January 1, 2002. The future of this legislation will depend in the next several years on election outcomes, as several political parties have publicly opposed the implementation of the EETC.

The Finance Committee will determine the best route for LCES to take with regard to this legislation and the membership will be informed as decisions are made. The school continues to petition the government for formal recognition both at the local school level and through the Ontario Alliance of Christian Schools.

London District Christian Secondary School...

We encourage students who graduate from LCES to continue their education at the London District Christian Secondary School (LDCSS). The Christian high school is also affiliated with the Ontario Alliance of Christian Schools. Our school has representation (two board members) on the high school board. For more information about Christian high, please call 519-455-4360.

CHRISTIAN DISCIPLESHIP AT LCES

As students and teachers in a Christian school, we acknowledge that Jesus Christ is the Lord of all of our lives. Therefore, we want our behaviour and attitudes to be guided by Jesus' command to love God above all and to love our neighbour as ourselves. Christ Jesus Himself will help us to show the fruits of His Spirit in our school life together, both in the classroom and on the playground. We pray that He will help us to show our love for Him in our relationship with God and with each other.

In loving and obeying God, we pray for his Spirit to help us:

- Speak respectfully about God always and never use His name carelessly. God is holy.
- Ask forgiveness for our sins. Our God is a forgiving God.
- Exercise self-control in our words and actions. We are called to love one another.
- Do our schoolwork faithfully. We are to make good use of the talents and abilities God has given each one of us.

In loving and serving one another, we pray for his Spirit to help us:

- Speak and act kindly to each other. Every one is made in God's image.
- Help others whenever we can. Whatever we do for others, we do for the Lord Jesus.
- Encourage each other to give our best effort. We are to build each other up in love.
- Use school property, our own possessions and those of others, with care and respect. All that we have is a gift from God.
- Be patient and considerate with each other, even when we think we can do better ourselves. God has given each of us different abilities.
- Pray for each other, and with each other. We are the body of Christ.

...Love the Lord your God with all your heart and with all your soul and with all your mind. And love your neighbour as yourself... Matthew 22:37



...But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control... Galatians 5:22-23

LCES SCHOOL BOARD AND COMMITTEES

London Christian Elementary School, owned and operated by the parent community, is run by an elected board. The board committees and their mandates are listed below.

The Education Committee

oversees the educational program of the school.

The Long Range Planning Committee

oversees, with the Board, the implementation of a long range plan for the school, addressing its purpose, long-term objectives, infrastructure requirements, community and financial resources and accountability.

The Finance Committee

is responsible for supervising the financial operation of the school.

The Building Committee

looks after the maintenance of the school and property and suggests building improvements.

The Transportation Committee

is responsible for maintaining the school's buses, arranging bus routes and hiring drivers.

The Promotion Committee

promotes the school and its programs and introduces the school to interested families.

The Fund Raising Committee

plans and supervises various fund-raising projects throughout the year.

The Future Facilities Committee

oversees, with the support of the community, plans for the expansion of the school.



THE STAFF OF LONDON CHRISTIAN

The staff at LCES is highly dedicated and qualified. All teachers are certified by the Ontario College of Teachers. Many teachers have a Christian School Teachers Certificate, issued by the Ontario Christian School Teachers Association. We are grateful to the staff for their dedication to the profession and for their love of the students.

TEACHERS

Ms. Wendy Fraser— Junior Kindergarten
Ms. Alison Lise- Senior Kindergarten
Ms. Janet Laarman- Grade 1
Ms. Carolyn Groot-Nibbelink— Co-teacher in Grade 2
Ms. Alice Wassink—Co-teacher in Grade 2
Ms. Jodi Wildschut— Co-teacher in Grade 3 and Vice-Principal
Mr. Mark Stahle—Grade 4
Ms. Rolinda Minnesma—Grade 5
Ms. Christine Vandendool- Grade 6
Mr. Phil Hosmar- Grade 7
Ms. Grace VanHarten- Grade 8
Ms. Janet Holtrop- Resource
Ms. Elyse Timmerman— Co-teacher in Grade 3, Music (1-5) and Band (6-8)
Ms. Marlene Rowaan— French

SUPPORT STAFF

Ms. Marg Speerstra—Administrative Assistant
Ms. Kathleen Bruinsma-Optional Education Program
Ms. Corinne Dykstra-Educational Assistant
Ms. MaryAnn Frankruyter-Educational Assistant
Ms. Anne Mills-Educational Assistant
Ms. Brenda Moniz—Educational Assistant

Ms. Caroline Bekkers-Bus driver
Mr. Mike Rice-Bus Driver
Ms. Brenda Knapper-Bus Driver
Ms. Jantje Scheele - Bus Driver

Ms. Ann Heida, Mr. & Ms. Peter & Kim Heida-Custodians
Mr. Andy Oudman-Transportation Coordinator
Ms. Kerri Talsma-Tuition Administrator & Bookkeeper

PRINCIPAL

Ms. Mary Haven



CURRICULUM AND SCHOOL PROGRAMS

Introduction

The aim of the curriculum at LCES is to help students understand the world in which we live, so that they may respond obediently to God's call of service and discipleship. Teachers use a variety of curriculum series, textbooks, unit studies and other resources. Curriculum guides for all grade levels are available at the school. They explain the content of the subject areas, as well as thematic statements, and the methods used to teach the curriculum. Please call the principal if you are interested in viewing curriculum materials for a particular grade.



Communication Between Home and School

Success for students often depends on good communication between the home and the school. For this reason, LCES has implemented the *Weekly News*. This publication goes home every Monday in paper format with the oldest child in the school. It contains important information about school activities, as well as the main homework for each grade. Those parents wishing to receive it through email can contact the office at secretary@londonchristian.ca.



In addition to the *Weekly News*, each classroom teacher sends home a class letter on a monthly basis. These letters describe what units of study will be covered in each class, information about field trips, details about major projects, or any other information about which the parents should be informed.

The quarterly newsletter *The Connector* highlights some of the major events taking place at LCES. It is also used to promote the school in various churches throughout the city. *The Connector* is a way in which our senior members and those members who live far away can stay in touch with the news about the school.



REPORTING STUDENT PROGRESS

Student Report Cards

The school year is divided into three terms. A progress report is sent home at the end of each term—November, March and June. Students are graded for achievement, quality of effort, and class participation. Anecdotal comments help to give a more complete picture of a student's progress.

Kindergarten Reports

The procedure for reporting the progress of kindergarten children is slightly different than for other grades. Information about reports will be sent home to kindergarten parents. All parents are invited to school to discuss the first term with the teacher.

Parent-Teacher Interviews

At LCES we believe that good communication between the home and school is vital to a child's educational development. Formal interviews are scheduled twice a year, after the first and second reports are sent home. Interviews are 15 minutes long, allowing parents to choose a convenient time. We urge all parents to attend these interviews. As well, parents can request to meet with the teacher at any time during the year. A teacher may also request a meeting with parents.

Academic Testing for Students

The school conducts formal testing of all students in grades 3-8. The Canadian Test of Basic Skills (CTBS) is administered to all students in alternating years at these grade levels. We will be testing again in October 2010. The purpose of these tests is to ensure that students are receiving basic instruction in language arts, mathematics and cognitive reasoning skills, as well as to obtain a general indication of how our students compare academically with students in other Ontario Alliance of Christian Schools and other students throughout Canada. The results of these tests are available to parents and are kept in the student's Ontario Student Record file.

If needed, additional developmental and academic testing can be arranged. If parents have any concerns about their child's academic progress, they are asked to get in touch with the classroom teacher or Mrs. Holtrop, the resource teacher.



INFORMATION ABOUT THE SCHOOL DAY

School Hours

8:40	First bell rings. Students line up outside.
8:45	Classes begin.
10:30-10:40	Nutrition break. Students eat in classrooms.
10:40-11:05	First recess.
11:05	Classes resume.
12:55-1:05	Nutrition break. Students eat in classroom.
1:05-1:30	Second recess.
1:30	Classes resume.
3:20	Dismissal.



Attendance

If your child will be absent for the day, or will arrive late, please phone the school office before the start of school. A message may be left on the answering machine if you call before the office opens.

Late Slip

Students who are late are asked to obtain a late slip from the secretary before going to their classroom.

Calling the School

Parents may call the school anytime. If no one is available to take your call you may leave a voice mail message. Voice mail messages are checked regularly. As much as possible, we ask parents to call teachers during the day rather than at home in the evening.

Balanced School Day

At LCES, we have a balanced school day. Our day is split up into three 110 minute teaching segments. We have two "nutrition breaks"; one is at 10:30-10:40, the other at 12:55-1:05. Students spend this time eating in their classrooms, then enjoy 25 minutes outside with teacher supervision (10:40-11:05, 1:05-1:30).

Leaving School Grounds

Once they have arrived at school in the morning, students may not leave the school grounds at any time. They must have written parental permission if they wish to leave the school at recess or noon hour.

Staying Indoors

Please notify the school if you wish your child to remain indoors for recess or noon hour.

Early Entry in Cold Weather

In cold weather, students coming early to school may wait inside the main entrance double doors. Students are asked to go outside at 8:20 a.m. and wait for the entry bell at 8:40 a.m.

INFORMATION ABOUT THE SCHOOL DAY (Con't)



Yard Supervision

The front schoolyard is supervised by a teacher from 8:20 until 8:40 in the morning and from 3:20 until 3:40 in the afternoon. Parents should note that children arriving earlier than 8:20 a.m. and staying longer than 3:40 p.m. will not be supervised. Parents are asked to make alternate arrangements for children who must be dropped off early or picked up late.

Fire Drills

Fire drills are conducted twice a year. As well, students are instructed as to the procedures to follow in the event of a lockdown or other emergency situation.

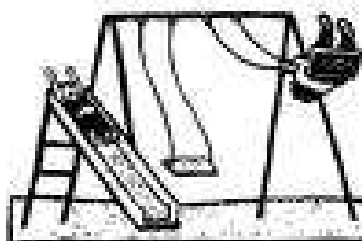
School Closing

If it is necessary to send students home during the day, announcements will be made on London radio stations. We will phone all parents or their designated emergency contact person.

PLEASE NOTE: No student will be sent home if telephone contact cannot be made with a parent or emergency contact person.

Snow Days

If school is to be closed for the day, notice will be given on London radio stations and posted on the school website (www.londonchristian.ca). Bus students will receive a phone call via the parent phone chain.



SCHOOL POLICIES AND PROCEDURES

Family Data Sheet

In September, families are asked to fill out a data sheet, which lists important information about each student, including home and work phone numbers, Ontario health card number and the phone number of a contact person, in case of an emergency.

NOTE: It is very important that all families have a contact person in London. The name and telephone number of this person is kept in the school office. Please inform the school office if there is a new contact person.

Bus Transportation

The LCES Transportation Committee runs a busing service for families within the London area. Buses are also available to rent for trips by community groups or churches. To find out more about busing, please contact Mr. Andy Oudman at 519-473-2274.



Transportation Policy for Personal Vehicles

Throughout the year, parents may be asked to drive students for sports games. In September, parents and teachers are asked to fill out a form indicating a minimum of \$1 million personal liability insurance coverage for their vehicle. Only drivers with this coverage are allowed to drive students. Every student being transported in a private vehicle is required to use a seatbelt.

Student Activity Fee

In September, families are requested to pay an activity fee to cover the cost of class trips (transportation, admission fees, etc.) This fee does not cover items such as school pictures or T-shirts or other school events. The cost for this year's fee is \$55.00 per child for Grades SK through 8, and \$40.00 for JK students.

Student Health Procedures

If a child becomes ill during the day, we will call parents and ask if arrangements can be made for the student to be picked up from school. In the event of a more serious injury, the parents or contact person will be phoned and the student will be taken immediately to a doctor, dentist or hospital. NOTE: If telephone contact with parents and/or a contact person cannot be made but an injury is deemed serious, the student will be taken to hospital emergency or the nearest medical clinic by school personnel.

Student Insurance

Student insurance forms are sent home the first week of the school year. This insurance is highly recommended. Families with children at the Christian High School can enroll under the family plan. Claim forms are available in the office. NOTE: Send enrollment forms directly to the insurance company, not the school.

SCHOOL POLICIES AND PROCEDURES (con't)

School Nurse



The school nurse for this school year is Kelly McMahon. She visits the school on a regular basis. In JK and SK, students are tested for vision and hearing. Grade 7 students will receive immunization for Hepatitis B. You will be informed when an immunization team visits the school. Feel free to contact the school nurse concerning any school-related health matters involving your child. You can leave a message for her at the school office, or call her at the local Middlesex-London Health Unit at 663-5317 (Ext. 2344).

Head Lice

Head lice are an occasional problem at school. Contracting head lice has nothing to do with cleanliness but can spread as a result of contact with other children at school. Our policy is that of the local Health Unit. If lice are detected, a student is requested to stay at home until all nits and lice have disappeared. A letter will be sent home to all students in the affected class(es). If you detect lice in your child's hair, please inform the school as quickly as possible so that we can try to stop it from spreading. The Health Unit has advice on how to treat this condition.

Lost and Found

If students are missing an item of clothing or a lunch kit, etc. they should check the lost and found box as soon as possible. Items not claimed will be donated to the school thrift shop, My Neighbor's Closet at the end of each month. Where possible, please mark clothing with student's name. The lost and found box is located in the hallway connecting the primary hallway to the senior hallway.

Indoor Shoes

To assist in keeping the school clean, all students are asked to wear indoor shoes. These shoes are to be left at school, and are not to be worn outdoors during recess.

Textbooks and School Supplies

The school supplies all textbooks for students. Students are asked to bring pencils, pencil crayons and a ruler to school. Students in grades six and up are asked to bring a binder to school and a supply of binder paper. A list is sent home in June indicating specific items needed per grade for September (and posted on the school website). Please contact the office if you need another copy.

Library

The library is open to students throughout the day. Books are loaned for a two-week period and it is important that books are returned on time. Fines may be charged for late books and students will be asked to reimburse the school for lost books. Borrowing procedures involve:

- two weeks overdue: A reminder is sent to students
- three weeks overdue: A reminder is sent home
- four weeks overdue: Final notice is sent home
- five weeks overdue: Parents are notified by phone and the student loses borrowing privileges until the book is returned or a replacement fee is paid.

School Pictures

School pictures (individual and class pictures) are taken each fall. Watch the *Weekly News* for the dates.

SCHOOL POLICIES AND PROCEDURES (con't)

Use of Telephone by Students

If students need to use the phone at school, they are to use the student phone in the office, but only with permission from their teacher. Students are asked to use the phone for emergency purposes only.

Extended Absences

We ask all parents to consider the matter of attendance when planning family vacations. If students are to be absent for more than a day, please call the teacher to discuss arrangements concerning missed schoolwork. Please notify the office of any extended absence. If the parents are away and children are staying with another family, the office must be aware of these details.

Student Dress Code

LCES has a dress code for students, requesting that students dress neatly and modestly. If shorts are worn, they should be of an appropriate length. Tops and T-shirts should be modest, and T-shirt slogans should demonstrate good taste, reflecting a positive message. Bare midriffs are not allowed. Heavy make-up is discouraged. The school reserves the right to ask students with unacceptable clothing to make necessary changes. A current copy of the dress code can be found the school website.

Gym Clothes

All students in grades three to eight are required to wear suitable clothing for gym classes - either a T-shirt and shorts or track suit. Gym clothes can be kept in a tote or gym bag that may be left at school.

Homework

Regular homework is assigned in most classes. The amount depends on the grade level of the students. Kindergarten to Grade 3 (primary grades), are expected to do about 15-30 minutes per evening. In the junior grades (Grades 4-5), students can expect approximately 30 minutes of homework a night. At the intermediate levels (Grade 6-8) about 45 minutes to an hour of homework, 4 nights per week can be expected. The amount of homework often depends on how well a child works in class. Parents are encouraged to contact the teacher if their child's homework times exceed these guidelines. Homework is generally posted in the *Weekly News*. Parents and students are asked to check this weekly bulletin for homework information.

We have developed a *Study Skills Handbook* for older students. As well, all students in grades four, five, six, seven and eight receive a daily planner at the beginning of the year. Students are expected to use this planner in recording homework and projects.



Acceptable Use Policy for the Internet -August 2003



One of the results of exploring, working, inventing and playing in God's world has been computer technology. Technology can be viewed as a gift from God, to be received thankfully and to be used joyfully in His service. However, as with any gift from God, technology can be used for good or for evil. Therefore, it is important that God's people be equipped to use it wisely, in every area of society and culture. In its service to students, we will strive to use it in responsible and stewardly ways.

Computer technology at London Christian Elementary School will be used to enhance the education of students, preparing them to be lifelong learners and enabling them to be effective servants of Christ in contemporary society. Many areas of living and learning are presently affected by computer technology. As Christian educators, we recognize this and take advantage of computer technology as one means by which we can manage God's creation and give Him glory.



At London Christian Elementary School, we believe that the Internet is a valuable educational tool that can enhance the learning program of the school. Although the Internet is not an end or subject in itself, we affirm that its responsible and productive use will open up a world of information for our students.

The following are several examples of what a student can do on the Internet:

- Do research in almost any field of study.
- Download graphics, text, video clips, and other multi-media sources of information for use in class presentations and writing projects.
- Take virtual tours of the great museums of the world.
- Learn about distant cultures by accessing information about languages, geography, history and political systems.
- Observe science experiments in progress.
- Practice Christian discernment and obedience.

Providing students with access to the Internet can make a tremendous contribution to the educational program at LCES. However, there is a dark side to the Internet, and we should enter this new phase in our educational program with care, being aware of both the advantages and the drawbacks that Internet use brings.

Acceptable Use Policy for the Internet (Con't)

The Internet can be compared to the public library where children are brought intentionally by parents or teachers. A wealth of information awaits the child there. Children are directed to the children's corner, the young adult section, or perhaps to the reference sections. There are always objectionable materials available to the child in the library, but with guidance, we introduce children to the tremendous value of the library and the wealth of knowledge and information available to them. Children are led to use of the Internet much in the same way that they are guided to experience the library. We can direct the student to many educationally sound sites, and with increasing discernment and guidance, they will learn the value of the Internet as a source of information and knowledge. With this in mind, we believe that it is important to teach our students about making Christian choices with regard to the type of material they access. It is our belief that by training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.



The Internet is basically a link to thousands of computer networks and millions of individual users around the world. Since there is no single source of information or service, the Internet must be seen as a decentralized web of information that is difficult to govern or censor effectively. The security provided by the London Christian Elementary School computer network is designed to restrict access to some objectionable material. However, the very design of the Internet is such that access to objectionable material may be obtained by the willful use of various search and retrieval tools. Thus, although our school will make every effort possible to restrict access to inappropriate materials, it must be understood that London Christian Elementary School is unable to control completely the information on the Internet.



Some sites accessible on the Internet contain materials that may be judged obscene or otherwise inappropriate for educational use for the elementary school setting. We neither condone nor permit the use of these materials in the Christian school. Accordingly, no student at London Christian Elementary School may access the Internet at school without written permission from the parent(s) and without the direct supervision of the professional staff.

Guidelines for Student Use of the Internet at LCES

· Technology is a gift from God. As with any gift, appreciate and use it, as God would want you to.

· You must always have permission from your teacher to use the Internet. Your teacher will be close at hand to help you, guide you, and make sure that you are using the computers appropriately.

· A filter has been placed on the computers to prevent you from experiencing sites that are not good for you to look at. Do not attempt to disarm it, get around it, or tamper with it in any way. It is there for your protection.

· Even though the school has worked very hard to protect you from bad sites, you may accidentally come across something that is not right. Tell your teacher immediately. A good rule of thumb to follow is to never view, or display any materials you would not want your parent or teacher to see.

· The purpose of using the Internet at LCES is to support you, the student, in your education by providing you with access to unique resources for educational purposes. Most Internet games are not educational activities, so don't play them on the computers at school, unless your teacher has found an activity that is part of your lesson.

· Many resources on the Internet are copyrighted materials. This means that someone else wrote them and owns them. Do not copy these materials or take credit for creating them. This is called *plagiarism*, and it is wrong.

· Be polite on the Internet. Use appropriate language. Stay away from slang or any expressions by which someone might be offended, even if you aren't. Observe Christian standards of behavior, etiquette and sensitivity towards others. Remember: what you do and say online represents Christ and your school.

· Never, ever give out any personal information about yourself or anyone else. This includes, among other things, your phone number, personal address, your full name, a photo of yourself, or any information that might help someone to identify you.



· Do not use the school computer to buy or sell any goods or services.

· Remember that the use of the Internet at LCES is privilege, not a right. If you are found to be misusing the Internet, your teacher will remove this privilege from you.

An Internet Use Consent Form will be given out at the beginning of the school year. Both the student and one parent must sign this form for the student to use the Internet at school.

FOR PARENTS: GETTING INVOLVED AT SCHOOL



There are various ways in which parents and community members can be directly involved with the school. We always appreciate the dedicated work and enthusiasm of our school volunteers. If you have any questions, please call the school secretary or principal.

Library Volunteers

The school library is open to students every afternoon. Volunteers help students find and check out books. The volunteer coordinator this year is Ms. Marianne Niezen. Ms. Grace VanHarten is the staff member in charge of the library.

Computer Room Volunteers

If you wish to work with students in our computer room, notify your child's teacher or the school office. Lots of computer expertise is not needed. Often, just an extra pair of hands to help with the younger students is useful.

Accompanying Field Trips

Parents are often asked to accompany students on classroom field trips. Please watch the *Weekly News* and contact the teacher. If you drive your own vehicle for the school, you must have a completed form in the school office indicating adequate liability insurance. This form will be sent home during the first week of school.

Assisting in the Classroom

If you wish to work directly with an individual child or a small group of children, or are willing to prepare teaching materials for a teacher, please contact the teacher or principal.

Fund-raising Activities

A variety of activities are planned during the year. These activities may include helping at a school barbecue; assisting with a walkathon; or working in the school thrift shop. Volunteers are always needed for these and other events. If you can help out, please call the school office. Fund-raising ideas are always welcome.

My Neighbour's Closet

This thrift store sells clothing and other items. Volunteers are always needed. The hours of the store are 10 a.m. to 4:30 p.m., six days a week. For more information call Betty Haagsma (451-4334), the store manager. Please bring gently used, washed clothing and other good quality items to the store during store hours, or leave them in the drop-off bin between the portable classrooms at the school.

A School Committee

If serving on a school committee or the school board interests you, please contact the principal. There are many opportunities for service at LCES.

CONFLICT RESOLUTION

Working Together as Christians

It is important that the home and school work hand in hand for the mutual well being of students, so that the objectives of Christian education may be achieved.

Good communication among all members of the LCES community is essential. This communication should take place in a way that reflects the Christian character of the school and so that it promotes the unity we share in Christ. It is essential that everyone involved with the school interact in a way that reflects Christ's love and concern for us as a body of believers. Communication should be made with honesty, integrity and in a confidential manner.

Sometimes parents or community members don't know where to take their concerns about an issue. The following may be used as a guideline:

- If you have a question or a concern for the school board or a school committee, please speak to the appropriate member or to the board or committee chairperson. A request may also be made in writing and sent to the secretary of the committee or board.
- If you have a question or concern about school policy or a school program, please speak to the principal.
- If you have a question or concern about curriculum or teaching procedures in the classroom, please speak to the teacher first.

Keeping in mind the Matthew 18 principle, consider the following when discussing concerns or questions with a teacher:

1. Always speak first to the teacher or teachers involved. Get all the facts. As you look for common understanding, clarify any misunderstandings and discuss your thoughts and feelings in an open manner with kindness and fairness.
2. Respect the confidentiality of the matter under discussion.
3. If you wish to have the matter discussed further, discuss it with the principal. Tell the teacher that you will discuss the matter with the principal.
4. If necessary, the principal will convene a meeting between the teacher and parents.
5. If the matter is not resolved in this meeting, the principal will recommend that the matter proceed to the appropriate committee for further discussion.
6. If discussion with the Education Committee or Resolution Committee is necessary, parents are requested to put their concerns/questions in writing. A copy of this letter would be given to the teacher(s) involved.
7. If the Education Committee is unable to resolve the situation, the Education Committee may suggest the use of our school's Resolution Committee or it may make a recommendation to the school board. The school board's decision will be final.

At all times, it is important to seek for a common understanding. When we speak with each other, we are encouraged to pray for and with each other, so that the love and mind of Christ may live in our hearts and lives.

To God be the glory.



Notes

