

Heidelberg Christian School

SCHOOL POLICY



A MINISTRY OF LANGEBERG CHRISTIAN FELLOWSHIP

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STEPS TO ENROLMENT

- a) Attend a presentation and/or make an appointment with the Pastor or headmaster.
- b) Should parents wish to apply for their children to be enrolled in the school, they are to complete the application form and return it together with diagnostic assessment fee, a copy of a previous up to date report card, and the child's birth certificate.
- c) The parents will then be notified of the date for the diagnostic or reading readiness test.
- d) The parents are then contacted for the final interview.
- e) The administration fee is now due.
- f) The list of school uniforms and necessary supplies will be given.
- g) Before or opening day, parents must have paid the registration fee and their first monthly school fee.
- h) Parents are required to attend a parent's orientation.

MISSION STATEMENT

1. The School will provide Christian-based education from grade 0 to grade 12, to children using the A.C.E. program, as adapted and supplied by School of Tomorrow, to meet the requirement of the National Curriculum Statement.
2. The School will endeavor to equip each child with sound Biblically-based educational and life skills, as well as Godly wisdom, insight and character, in order to become mature, stable and productive members of society;
3. The School will serve as a Christian institution to assist all parents to 'train up a child in the way he should go' (Proverbs 22:6) in obedience to the commandments of God, according to the Scriptures in the Word of God;
4. The School will endeavor to assist parents of the school to define each child's mission in Jesus Christ. This process is based on the belief that each and every child has a unique calling in God (Ephesians 1:4-5);
5. The School will function as a Christian ministry and on a not for profit basis.

STUDENT PLEDGE

To our Country

I pledge allegiance to the flag of South Africa
and to the Republic for which it stands.
I will serve my country and obey its
laws in accordance with the Word of God.

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.

To the Bible

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

CHURCH SCHOOL POLICY

Education worldwide, including that in South Africa, started in its earliest form as an outflow of the Church. Most private schools in this country had their roots and foundations laid as a Church. Most private schools in this country had their roots and foundations laid as a Church or denominational school. All these schools had a distinct Christian character. Over the years Godly character and values were pushed into the background and replaced, by the diminishing or exclusion of God and exalting humanistic values. Wisdom and Knowledge start with God and have an impact on eternity.

Psalm 14:1

The fool hath said in his heart, 'There is no God'.

Psalm 111.10

The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding.

Proverbs 1:7

The fear of the Lord is the beginning of knowledge; but fools despise wisdom and discipline.

Proverbs 14:26, 27

(v26) He who fears the Lord has a secure fortress, and for his children it will be a refuge.

(v27) The fear of the Lord is a fountain of life, turning a man from the snares of death.

The fear of the Lord means to honour, respect love and obey God, and in so doing we reap the benefits of life. If we exclude God from education, we exclude the source of all true knowledge and wisdom.

GOD'S POLICY ON EDUCATION

Deuteronomy 6:1-9

Now these are the commandments, the statutes, and the judgments, which the LORD your God commanded to teach you, that ye might do them in the land whither ye go to possess it: That thou mightest fear the LORD thy God, to keep all his statutes and his commandments, which I command thee, thou, and thy son, and thy son's son, all the days of thy life; and that thy days may be prolonged. Hear therefore, O Israel, and observe to do (it); that it may be well with thee, and that ye may increase mightily, as the LORD God of thy fathers hath promised thee, in the land that floweth with milk and honey, Hear, O Israel: The LORD our God (is) one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be a frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates.

God's medium of education is firstly His word: the primary place of education is the home, and the key teachers are parents. They are the ones who God holds responsible for teaching their children how to love Him and live lives that honour Him and their fellow man. Parents lead by instruction and example, by modelling this life to their children in the home. The church school is there to assist the parents with academic as well as spiritual training and materials for the children, which must again be reinforced in the home after school.

James 3:17

But the wisdom that comes from heaven is first of all pure; peace – loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.

God's wisdom will be evidence in one's character and values more than in one's academic abilities. Many of the greatest leaders in the world of politics, education and finance are bankrupt as far as good character, family, marriage and values and integrity in life and business are concerned. Many of the world's pioneers, reformers and leaders of past centuries have been known for their Godly characteristics, life style and allegiance to the principals portrayed in the Bible.

HEIDELBERG CHRISTIAN SCHOOL, in common with 7000 other Christian schools in over 110 countries world wide, has chosen to use the Accelerated Christian Education (ACE) programme from the USA. The foundation of the curriculum is the Bible. The teachers are committed Christians and the pastoral authority will be under LANGEBERG CHRISTIAN FELLOWSHIP.

The academic standard of the material is exceptionally high and receives great acclaim from colleges and universities worldwide. The materials are individualized, instructional, achievement orientated and self motivating.

ADMISSION POLICY

HEIDELBERG CHRISTIAN SCHOOL is a ministry of the LANGEBERG CHRISTIAN FELLOWSHIP to the community and to Christian parents and children of all denominations, and those of other religious persuasions. We do not discriminate against race, colour, national ethnic origin in our selection and admission of students.

Christianity and the Bible will be the only religious medium used in the school and Christian Biblical character traits will be constantly expounded in all the subjects of the curriculum. All children must agree to attend all the Christian meetings held during school times to honour fully the Christian principles taught, and not to promote any other religion at the school.

ANNUAL RE-APPLICATION

Every student will be required to re-apply annually for admission to the school. Acceptance will depend upon character, co-operation, diligence and consistency. Parents must encourage their children to maintain high standards in morals, behaviour and attitude. No child will be re-admitted if any fees are outstanding from previous year.

NOTICE PERIOD

If for any reason you intend withdrawing your child (ren) from our school, we require at least one month's written notice.

FINANCIAL POLICY

We are sure that, as parents, you will want your children to be given the best opportunities and experiences that will make their school careers memorable, enjoyable and academically and morally beneficial to their future places in society.

HEIDELBERG CHRISTIAN SCHOOL is registered as an independent school. Unfortunately LANGEBERG CHRISTIAN FELLOWSHIP is not in a financial position to sponsor the school, its pupils, equipment, materials, outgoings, etc. ... All the costs therefore, (including teaching staff, books, computers and programmes, sports equipment, tours, etc.) will have to be carried by THE PARENTS of the children through school fees, donations, fund raising and above all, PERSONAL INVOLVEMENT.

Parents need to see all their obligations and contributions, not just as school fees, but as an investment into their child's total development and future. Our staff works on a pioneering or missionary basis, which means they work for you and your children.

1. Policy for unpaid tuition fees

Due to the governments 'free or cheap' schooling policy in the past, parents haven't seen the need or responsibility in budgeting for the financial cost of their children's education. WE now have a generation of parents who expect someone else to pay for their child's schooling. HENCE many private schools have been caught off guard and have landed themselves in deep financial trouble, even from the outset of the school. We would like to remind parents that the cost of education is their responsibility.

BUDGET for your child/children's education as a PRIORITY. Don't be careless and think that the money will just be there. You must realize that you are investing in a life, and that life is your most valuable possession.

The school cannot afford one single non-paying pupil, as it will affect ALL the students in the school. We are cautious not to recruit pupils whose parents are not absolutely convinced that they will be able to afford the fees of the school. The parents must take full responsibility to finance their children's education.

1. THE FEES MUST BE PAID BEFORE THE FIRST OF EACH MONTH. If they are not paid by that date, you will receive a phone call from the school office.

2. If the fees are still not paid by the 4th of the month, further action will be taken.

Parents need to understand that the failure to pay one pupil's tuition fees will be detrimental to the child as well as to all the other students, and if it were on a large scale, it could even result in the closure of the school. We are therefore advised and obligated to implement this very strict financial policy in order to give every child the best education available at the lowest cost.

PACE FEES

The cost of the PACE's will be determined by the number of PACE's used per grade, per child, per year (as per Pace in Sequence) any PACE's used over and above the prescribed number per year will be debited to your account e.g. Redo's, Extra Subjects, PACE's damaged by pupil etc. The PACE's are never the property of the student and every PACE must be paid for before it leaves the School of Tomorrow Warehouse, which means that if you don't pay 'up front', your child will, not receive their PACE's and therefore not advance in their schooling.

The running and maintenance of the school can be financially traumatic, as most of our expensive equipment must be purchased. (Computers, computer programmes, science equipment, learning center furniture, TV's, videos, DVD's etc). We therefore appeal to parents to be prompt in payment, and generous in contributing extra financial gifts and equipment. We will rely heavily on the parents to shop around for the best equipment at the lowest prices. The better our school is equipped, the better YOUR CHILDREN will be able to ACCELERATE in their education.

POLICY ON DISCIPLINE

HEIDELBERG CHRISTIAN SCHOOL recognizes that it cannot meet the educational needs of all children. It is a school offering high quality Christian training, but is not designed to be a CORRECTIONAL INSTITUTION for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of the staff and administration.

As this is not a rehabilitation centre for rebellious and undisciplined children, we request that parents don't enroll their children with the hope or idea that we will reform them. The parents must see to it that their children will be submissive and teachable. If the parents have neglected their duties or experienced difficulty in disciplining their children, the school will not be able to fulfill their roles for them.

ALL NEW STUDENTS ARE ADMITTED ON PROBATION FOR THE FIRST SIX WEEKS

The student must at all time conduct himself in a manner becoming a Christian. Because the school standards are high, there may be a period of adjustment in which the child will 'chafe at the bit' and try to 'buck the whole system'. The children WILL from time to time come home griping and complaining. When this happens, PLEASE DO NOT TAKE SIDES with the child or discuss the school negatively in front of the child. This will seriously affect your child's morale and ability to concentrate and give the BEST to his studies. It will also undermine the schools effectiveness in teaching the child to take responsibility and be disciplined in his studies.

If your child does come home complaining, about a policy or discipline, please follow this procedure.

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting may be emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are impartially enforced.
4. Support the administration and call the school for all the facts.

DISCIPLINARY ACTIONS

Discipline is that which is done for a student, not what is done to him. Here in HEIDELBERG CHRISTIAN SCHOOL a discipline is maintained which is firm, consistent fair and tempered with love. Our staff maintains standards of behaviour 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.

There are three disciplinary ACTIONS used by Christian schools.

1. Demerits and Detention

Demerit marks are given for minor violations, e.g. Carelessness, lack of responsibility, disturbances and breaking of learning center procedures and rules.

Detention

The paramount rule is 'do right, do not disturb'. Demerit marks are given for disturbances or broken rules. Three or marks in one day result in detention times as follows:

3 marks = 20 minutes detention

4 marks = 30 minutes detention

5 marks = 45 minutes detention

6 marks = 1 hour 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 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 ensure this growth.

2. Biblical Admonition or Correction

Biblical Admonition or correction is given for moral violations. e.g. swearing, lying, stealing, fighting, bullying, disrespect to staff, cheekiness, disobedience and violation of good Biblical principles. Students will constantly be reminded that in the Bible God clearly instructs and expects us to be disciplined, submissive and obedient to authority at all times and all areas of life.

Colossians 3:20

Children, obey your parents IN EVERYTHING, for this pleases the Lord.

Romans 13:1, 2

Let every soul be subject to the higher authorities. For there is no authority but of God; the authorities that exist are ordained by God. So that the one resisting the authority resists the ordinance of God; and the ones who resist will receive judgment to themselves.

Hebrews 13:17

Yield to those leading you, and be submissive, for they watch for your souls, as those who must give account, that they may do it with joy and not with grief, for that is unprofitable for you.

Proverbs 22:6

Train up a child in the way he should; Go and when he is old, he will not depart from it.

Proverbs 22:15

Foolishness is bound up in the heart of a child; the rod of correction shall drive it far from him.

Proverbs 23:13, 14

Do not withhold correction from a boy, for if you beat him with the rod, he will not die. You shall beat him with the rod, and shall deliver his soul from hell.

HIGH SCHOOL STUDENTS in particular – because of their testimony before younger children – are trained to adhere to the school's philosophy and Christ – centered programme, such adherence includes abstinence from smoking, usage of alcoholic beverages, use of narcotics, listening to occult music, swearing and other questionable practices. Even if students are involving themselves in these undesirable practices outside the school boundaries and times, it could still result in their suspension, due to the negative influence it could have on the other students, besides bringing dishonour to the name of Jesus Christ and this ministry.

Biblical Correction Procedure

1. The offence will be clearly discussed with your child.
 2. A staff member will discuss Spiritual applications and will pray with your child.
 3. Wherever possible one of the Parents will first be phoned.
 4. If your child refuses to submit once he has been corrected, and if it is believed to be in the best interest of the school, the child will be withdrawn from the school.
3. Warning for suspension

In case of repeated or serious offences a warning letter will be issued or the pupil suspended.

PARENTAL INVOLVEMENT

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

Another area of parental involvement, which is vital for the progress of the child, is in the modelling of character traits. Students will learn more about each of the character traits listed below in each level as they progress through the curriculum. As the parents display and model these character traits in their homes as an example to their children, they will re-enforce what their children are being taught at school.

REMEMBER PARENTS! YOU TEACH A LITTLE BY WHAT YOU SAY, MORE BY WHAT YOU DO, BUT MOST BY WHAT YOU ARE.....

Appreciative	Dependabl e	Honest	Purposeful
Attentive	Determine d	Humble	Resourceful
Available	Diligent	Joyful	Respectful
Committed	Discerning	Kind	Responsible
Compassionate	Discreet	Loyal	Secure
Concerned	Efficient	Meek	Self-controlled
Confident	Equitable	Merciful	Sincere
Considerate	Fair	Observant	Submissive
Consistent	Faithful	Optimistic	Tactful
Content	Fearless	Patient	Temperate
Co-operative	Flexible	Peaceful	Thorough
Courageous	Forgiving	Perseveranc e	Thrifty
Creative	Friendly	Persuasive	Tolerant
Decisive	Generous	Prudent	Truthful
Deferent	Gentle	Punctual	Virtuous

SCHOOL BEGINNER'S AGE

Reading Readiness (or Pre-School)

Our Reading Readiness or Pre-School programme prepares and equips the children for the ABC's or Grade 1 year. This programme runs for a full year and is also very beneficial for children going into Grade 1 (ABC's) who don't have English as a first language. As this is not a nursery school or crèche programme, children must have turned 5 before the 1st July.

For students entering Grade 1 the standard procedures read: 'If a child wishes to enroll in the learning center, the student must turn six before the 1st July and have passed the READING READINESS Test'.

PROMOTIONAL POLICY

School beginners will be submitted to the READING READINESS TEST and should they qualify, they will progress to LEARNING TO READ with the ABC's of A.C.E.

Approximately between 17 to 20 weeks in May the student will be subjected to a POST TEST to identify and rectify any weaknesses and time will be spent on reinforcing mastered concepts. At the completion of the ABC'S OF ACE Curriculum, the student will start the first PACE (packet of Accelerated Christian Education) and will be required to complete an average

of 12 PACES per subject per school year. That is a child should complete PACE no. 12 in each subject by the end of Grade1, 24 at the end of Grade 2 and so on. Afrikaans only starts in Grade 3 and will thus always be 24 behind the others. Students working above the required level will be given an individualized word load according to that individual's need and maturity.

Transferred students will be required to complete a Diagnostic Test to determine at what level PACE the student is to begin. The diagnosis will indicate any learning weaknesses referred to as gaps, and these gaps will be catered for with individualized PACE's, at this point the student will resume on their diagnosed level.

Any students transferring from another Christian school using the ACE Curriculum, would not need to write the diagnostic tests, but would continue with their current PACE's.

The following simplified table is included to help you interpret congratulation slips and report marks. This table is used to convert marks before pupils transfer to a conventional school.

PACE AVERAGE	SYMBOL
97 – 100%	A
93 – 96%	B
89 – 92%	C
85 – 88%	D
80 – 84%	E

STARTING TIME

Students are to arrive at school no earlier than 07h15. A student will be given detention if he is late for three or more days in succession.

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. Doctor, dental and other appointments are preferably to be scheduled after school hours.

Absence for reasons other than for 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 absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

HOME/SCHOOL COMMUNICATIONS

Home/school communication is vital. To maintain open communication, an envelope system will be used. An envelope is made for every family, and letters, news letters, etc. are sent home in the envelope. The oldest in the family is given the following responsibilities.

- a. Take the communication envelope home
- b. Ask both parents to read the contents
- c. Ask that one parent sign the envelope
- d. Return the envelope to school by the following day (a demerit will be given for late replies).

HOMEWORK

The responsibility for scholastic achievement is placed on the student in our system. If a student works diligently at school, he should rarely have homework while in lower levels. High school pupils and students transferring from a traditional school may be required to have homework on a more regular basis. The goals set by the student and/or supervisors are no more than the child is capable of completing during the school day. Should the student not meet his quota for that day, he will be required to complete the work at home. Should your child have homework, their homework book will be sent home stating the pages to be completed in the PACE. The homework book is to be signed by the parent and returned the following school day.

Students desiring to do extra work at home (above goals) may be given permission to do so. They may work as far as they can in the PACE, provided they do not go past a scoring strip unless given direct permission by the supervisor. Also, all previous pages must be scored and corrected.

UNIFORMS

The school uniform is as follows:

White shirt	Short or long sleeves (depending on season)
Grey slacks	Short or long (boys)
Grey slacks	(Girls in winter)
Grey long socks (Boys)	
*Dresses	(Girls)
Black shoes	(lace up for boys and girls, or buckle for girls)
*Maroon jerseys	('v' neck for boys and girls)
*Maroon pullovers	('v' neck for boys and girls in winter)
*School badges	(on shirt pocket for boys)
*Maroon Windbreaker for winter	

Sportswear:
Black shorts
White golf shirt
*Tracksuits

*These items may be ordered through the school.

GROOMING AND RESPECT

The School Of Tomorrow sets a very high standard of excellence as far as the training in grooming and manners of students and staff are concerned and parental involvement and co-operation is vital.

The children will be taught to check their grooming and appearance constantly, and to support wholeheartedly the dress standards set by the school. The students will be expected to be neat, clean and well mannered at all times, so as not to dishonour and discredit the God that we serve or the school and uniform that they display. When a child knows and feels that he is smart, it will be reflected in a high standard of performance academically. If a child is constantly dirty and untidy, it will be evidenced in a slothful attitude towards his school work, and be detrimental to his self image, confidence and performance.

- a) Boys: Boys should have a neat and acceptable haircut, and parents are requested to support the standard and hairstyles stipulated by the school. Hair is to be kept clean and tapered off at the collar and ears. Hair may not have steps, colouring, patterns, gel or be worn over the eyes. Parents are requested to respond promptly when instructions are given for hair cuts, as ignored requests will result in detention for students. Boys must be clean – shaven (no stubble or moustaches). Uniforms must be kept clean, neat and in good repair with shoes polished daily. No jewellery may be worn. Only medic – alert bracelets.
- b) Girls: Each girl is to be discreet and modest in appearance. All girls must wear dresses that touch the floor or are a maximum of 8 cm from the floor when the girl is in a kneeling position. Necklines must be no lower than 4 cm below the collarbone. T-shirts, form fitting clothing, see-through blouses, and dresses or skirts with slits are not allowed. No extreme hairstyles will be allowed, and it will be at the discretion of the school and not the parents and students to define what is 'extreme'. Hair should be kept neat and clean, no colouring and at no time may it be worn over the eyes. No jewellery may be worn except one pair of sleepers or round studs.
- c) Special events and outings: Students who attend official school activities either on or off campus during and after school hours must wear the school uniform as stipulated above.
- d) Uniforms – after hours: No part of the uniform may be worn in public after school hours, e.g. jersey with jeans, etc.

MARKED CLOTHES

ALL CLOTHING is to be marked with the student's first name and surname. Students will be taught not to be careless with their clothing; therefore clothing left lying around will result in a demerit.

RESPECT

One of the strong points of the Learning Centre is that we teach students respect for others, both younger and older than themselves. We as Christian Educators respect our students and their parents, and expect this attitude to be returned. Our standard is never to speak critically or disparagingly of anyone, whether in the school or out of it. It is only as we give respect that we can expect to receive in return.

STANDARD OF CONDUCT

Students of this school are expected to refrain from engaging in cheating, swearing, smoking, drinking alcoholic beverages and using illegal narcotics.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive towards unquestionable character in dress, conduct and attitude. It is our goal that these standards be maintained by students, off-campus as well as on-campus.

DEVOTIONAL TIME

Devotional time is a vital part of our programme. Students and staff worship together at least once a week. The whole school together recites our Scripture selection each month. This is called the 'monthly Scripture' and it is recorded on your child's report card when it is learned. These scriptures are to be said to the student's supervisor or monitor BEFORE the end of the month.

WORKSTATIONS/OFFICES

Each student is assigned a workstation/office in which to work. Stations may be decorated in order to have an attractive appearance and provide a pleasant atmosphere for study. During class hours, students sit facing their stations and work quietly. No student is ever permitted in another student's station, except under immediate supervision of an adult. Students are responsible for any damage done to their workstation. This includes pen and pencil marks as well as other forms of vandalism. All pupils need to ensure they have all the office requirements. These are: Bible, (King James Version), English dictionary, homework diary, 2 exercise books, pencil, eraser, ruler, khokis, scissors, sharpener and only blue ballpoint pens (no red, black or green).

ACHIEVEMENT TESTING

Each year every student will be given a recognized achievements test. This is done for student/parent benefits, and for our own use in evaluating the effectiveness of our school academic programme.

GOALS

Under supervision, the student sets reasonable goals that can be achieved in a prescribed period of time. This gives the student the responsibility for his learning so that he learns how to plan his work and set meaningful goals. The goal chart is designed for daily entries of one week of work. It is pinned on the student's bulletin board in front of him. Each day, as he completes his goals in each subject, he enters reasonable goals for the next day.

GENERAL RULES

- a) Food: No food may be consumed in the learning center. Eat only in assigned areas. Littering will result in a giving of demerits. NO GUM WILL BE ALLOWED ON SCHOOL PREMISES.
- b) Gripping: Gripping, criticizing, fighting, hurtful jesting and teasing disrespect and insolence at any student or staff member will not be tolerated.
- c) Property: Marked on, damaged or defaced or defaced property belonging to the school, church, staff or other students will be replaced at the offending student's expense.

- d) Language: Use only words, which glorify God. Any language other than what is Godly will not be tolerated and will be punished accordingly. Ephesians 4:29. Do not let any unwholesome (corrupt) talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.
- e) 'Six-inch Rule': (no physical contact) Students should maintain the 'six-inch rule' at all times. Any violations will be taken in a serious light.
- f) Banned: Guns, knives, lighters, cigarettes, alcohol, narcotics, unwholesome magazines or pictures, radios, cd players and tapes, ipods, computer disks, cell phones etc. are prohibited on the school property.
- g) Off-limits: Other student offices, learning center, control stations or files, learning center when staff are not in attendance, cars and parking area, the church reception area, the dam, train line or any other area stipulated by the teachers.
- h) Transportation: Cars, motorcycles and bicycles must be locked. All students must stay out of and off vehicles from arrival time to departure. Only licensed drivers are permitted to drive cars and motorcycles to and from the school.
- i) Telephone: The school/church phone is reserved for official school/church business and emergencies.

Parents needing to phone their children during school hours may leave a message at the church office. Necessary messages will be written down and given to the student during one of the breaks. Students who wish to place calls must contact the secretary and will be charged an appropriate tariff.

- j) Visitors: Parents and prospective parents are encouraged to visit the school. Call us in advance to make sure we are able to accommodate your visit, and we will be very happy to show you through the school.

All parents and visitors are required to check at the office and receive permission from the administration before entering the learning center, or contacting any student anywhere around the school, including the playground.

LEARNING CENTRE RULES

- a) A student is not permitted to communicate or be out of his office without permission. He should not turn sideways in his office or tip back in his chair.
- b) Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- c) Offices are assigned and changed only by the supervisor, and the student must care for them.
- d) Anything to be placed in the office must be approved by the supervisor.
- e) Students are not to lean or sit on offices or dividers.
- f) Electrical outlets are for approved school equipment only.
- g) PACE's are private property and are not to be shared among students.
- h) Calculators are only permitted after PACE 1096.
- i) No talking at or en-route to the scoring stations.
- j) No calling of supervisors or monitors unnecessarily.