

JOHN KNOX CHRISTIAN SCHOOL Oakville

2232 Sheridan Garden Drive

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Oakville, ON L6J 7T1

www.jkcs-oakville.org

Principal: Mr. J. Lunshof

Vice Principal of Primary Division – Mrs. M. Visser

Vice Principal of Junior Division – Mr. S. Cruickshank

Mission Statement

John Knox Christian School educates the whole child through excellent Christ-centered programs within a Christian Community, to live and serve in God's world.

School Hours

Entry:	8:50 am
1 st Nutritional Break:	10:40 – 11:20 am
2 nd Nutritional Break:	12:50 – 1:40 pm
Dismissal:	3:30 pm

Principal's Message

JKCS first opened its doors to students in 1959. Since then it has served to educate many children in the Christian community of Mississauga and Oakville. We thank God for staff and parents/guardians who are dedicated to Christian education. We thank Him for His faithful provision of students who are interested in learning. We pray that together we can continue to honour God in our educational endeavor.

This agenda includes a wide range of information about school routines and expectations. Please review these pages. Daily use of this agenda enables students to record their assignments and homework. Teacher and parent review of the contents ensure that communication is strong between home and school.

Sincerely,

John Lunshof, Principal

John Knox Christian School staff class assignments and phone extensions:

Mr. Lunshof	Principal	222
Ms. Visser	Vice Principal – primary	223
Mr. Cruickshank	Vice Principal – junior	271
Ms. Bergner	Director of Communications	300
Ms. Dempster	Financial Administrator	225
Ms. Mrkobrada	Main office	0
Ms. Jarvis	Junior Kindergarten	*226
Ms. Bosch	Senior Kindergarten	*231
Ms. Boom	Grade 1	*241
Ms. Visser/Ms.Panza	Grade 2	*228
Ms. Ekron	Grade 2/3	*230
Ms. Gils	Grade 3	*239
Mrs. Heeringa	Grade 4	*238
Ms. Semplonius	Grade 4/5	*237
Ms. Joubert	Grade 5	*227
Ms. Pasma (Band)	Grade 6a	*240
Mr. Cruickshank	Grade 6b	*234
Mr. Fledderus	Grade 7a	*233
Ms. Reid	Grade 7b	*242
Mr. Bibby	Grade 8a	*235
Mr. Shelley	Grade 8b	*229
Ms. Van der Boom	Resource	*245
Ms. Louw	ELL/Resource	*245
Ms. Reinders	Art Room	*232

Please press **“Star”** before the classroom extension. By doing so, your call will go directly to voice mail without ringing the phone and disrupting the teacher or class. All **emergency messages** should be called into Ms. Mrkobrada, the school secretary, at extension 0 (do not press “star” for office staff.)



Student Calendar 2009-2010

August-09						
S	M	T	W	T	F	S
						1
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30	31					

September-09						
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October-09						
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November-09						
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December-09						
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January-10						
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August	
3-7	SCHOOL CLOSED - NO PERSONNEL ON SITE
September	
3	Meet the teacher open house from 12:30 - 3:30 pm
7	Labour Day
8	First day of fall semester FT JK/SK & gr.1-8 opening assembly
9	First day of fall semester for regular JK/SK
11	JKCS Community BBQ
15	New Parent Orientation evening - 7:30 pm
14	School Photos - JK -8 @ 7:00 pm internet safety night
16-18	Grade 8 class trip to Fair Glen
October	
12	Thanksgiving - no classes
29 - 30	PA days - no school (Convention for Ontario Christian Schools)
November	
6	Grandfriends Day and 50th Anniversary celebration
17	JKCS membership meeting - 7:30 pm
20	Report card writing day - no school
21	JKCS Bazaar
27	Report cards sent home
December	
2	Parent/Teacher Interviews starting at 1:30 pm /school closes at 12:30 pm
16	Christmas Program - matinee and evening performance
17	Last day of school
January	
4	First day back to school
February	
15	Family Day - no school
26	Report card writing day - no school
March	
5	Report Cards to go home
10	Parent/Teacher Interviews starting at 1:30 pm / school closes at 12:30 pm
11	Last day of school
12-19	March Break
22	First day back to school
April	
2 & 5	Good Friday / Easter Monday - no school
23	Toronto District P.A. day - no school
May	
14	Field day
20	Spring Program - grades SK-6
24	Victoria Day - no classes
25	Celebration of the Arts Concert
26-28	Band/Drama trip to Ottawa
June	
4	School community fund raising event
8	JKCS membership Meeting - 7:30 pm
TBD	Grade 8 exams
18	SK graduation
24	Graduation
25	Last day of school
28-30	Professional Activity days
July	
1	Canada Day Holiday

February-10						
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March-10						
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April-10						
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June-10						
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July-10						
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Report cards and Interview schedule

Term	Report Issued	Interview Time
Term 1	last week of November	December - week following issuance of report cards
Term 2	March	March – week prior to Spring Break
Term 3	June – last day of school	No scheduled interviews

The reports are sent home via the students. Each parent is asked to attend the interviews, as scheduled, after the first term reports have been issued. These interviews are scheduled during the afternoon and evening. After the second term reports the parents may choose to schedule an interview. If parents or teachers wish to have additional interviews, they are scheduled by appointment. We encourage teachers to contact parents on a regular basis. We also encourage parents to call the school whenever they have concerns to share with their child's teacher. Please leave a message and the teacher will call you back as soon as possible. Should you have an item that involves more than academics, please contact either the Vice principal of the division or the Principal.

School Code of Conduct

The basic guideline is positive: God has promised to those who are reconciled to Him through Jesus Christ that He will write His law on their hearts (*Jeremiah 31:33; Hebrews 8:10*). When He does, here are some of the attitudes and actions which follow:

Our relationship with God

- We will speak of God in respectful terms.
- We will encourage close relationship with God in others as well as ourselves.

Our relationship with those in authority

- We will be respectful in our speech and conduct.
- We will be obedient to those in authority over us.
- We will not condone any disrespect displayed by others to those in authority.

Our relationship to others

- We will be respectful of others.
- We will address each other properly and not resort to name-calling, swearing, or foul language.
- We will respect each other's property.
- We will encourage everyone to feel included.
- We will respect each other's person and remember "no touching except for helping".
- We will learn to apologize when we fail and seek God's strength to continue trying to live in fellowship.

Our relationship to school property

- We will respect school property, including furniture, books, equipment, and the building.
- We will report any damage done and agree to pay for damages, when required, if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.

Tribes

In order to support this Student Code of Conduct, JKCS has also become a Tribes certified school. The *mission* of Tribes is to assure the healthy development of every child so that each has the knowledge, competency, and resilience to be successful in today's rapidly changing world. The *goal* is to engage all teachers, administrators, students and families in working together as a learning community that is dedicated to caring and support, active participation, and positive expectations for all students.

We are aware that even though various policies and procedures may be put into place to prevent bullying or any other type of inappropriate behaviour, there will be those who will need consequences in order to help them behave in an acceptable manner. Therefore, the following list of guidelines spells out more clearly the consequences of certain actions.

Teachers are expected to handle daily discipline matters within and outside the classroom. A continued problem is referred to one of the Vice Principals or to the Principal, at which time students are brought in for consultation and appropriate consequences applied. This is not to

infer that a teacher cannot give consequences, but rather that there are times when a student is not able to learn the first or second time and therefore may need the attention of the next level of authority. Note that this code is not meant to replace but rather to enhance other codes of conduct or procedures that outline how teachers, students, and parents relate with one another within the school setting. Specifically these other codes are:

- Code of conduct for volunteers, staff, and leaders
- Extracurricular code of conduct
- Bus code of conduct

School Traditions:

1. **Assemblies/chapels** – Special assemblies are held at various times throughout the year. Teachers and their classes take a turn leading those assemblies which are usually tied in with the year’s school theme. As well, on the first and third Tuesday of each month, the students gather together in the gym, first thing in the morning, for a short assembly in order to sing, pray, and listen to announcements either from other teachers, the office, or the student council. These assemblies are meant to praise the Lord and build community amongst the student body.
2. **Special Emphasis** - Throughout the year there are certain events which receive special emphasis. In most cases they are tied to either the curriculum or a special community event. Following is a list of the events that normally receive special emphasis:
 - a. Grand-friends Day (October/November) – The first opportunity for the choirs, bands, and drama clubs to perform for an audience. This is a well received event which is hosted by the hospitality committee and attended by most of the grand-friends of the students.
 - b. Christmas and Easter programs (December /April) - A great opportunity for the parents and the community to enjoy a program put on by the music and drama groups in the school.
 - c. Awards assembly (January / May) – To acknowledge the participation of students in activities that are over and above the normal curriculum.
 - d. Special Awards (June)
 - i. Anthony Malandra Music Award – given at graduation to the senior student who shows exceptional musical ability.
 - ii. Lucie Stackaruk Christian Discipleship Award – given at graduation to the senior student who best exemplifies this virtue.
 - e. Speech presentations (March/April) – Every other year alternating with Science Fair projects. The last speech presentations were the spring of 2006.
 - f. Poetry presentations (October/November)
 - g. Science Fair (April) – every other year alternating with speech presentations. The last science fair was the spring of 2009.
3. **Homeroom** – Each student in grades 1-8 is assigned to a homeroom. Teachers with specialties in the areas of art, technology, library, music, and physical education will either rotate into the homeroom or the students will move to the area assigned the activity.
4. **Summer Reading Program** – Requirements for achieving certificates and bars are available on request.
5. **Class Parents** – Each homeroom is assigned a class parent who helps the teacher with special events.
6. **Co-curricular Program** – JKCS recognizes the value of experiences that take place outside of the homeroom classroom. Students are therefore provided with an excellent array of co-curricular Programs as listed below. Please note, those students in grades 6-8 need to choose to either be in drama or band. They cannot take both.

- a. **Senior band** (grade 7/ 8) meets twice a week. The instruments are supplied by the school.
- b. **Junior band** (grade 6) meets twice a week. The instruments are supplied by the school.
- c. **Senior and Junior drama** (grades 6-8) meets at the same time as the other students are in band.
- d. **Choir Ensemble** (grade 7/8) meets each Monday during the lunch hour. This is open to all students in grades 7&8 regardless if they are already in either band or drama.
- e. **Praise Team** (grade 7/8) – working with the Band leader. They take part in chapels and assemblies by leading in worship.
- f. **Tech Team** – (grade 7/8) – is in charge of setting up the sound system in preparation for all assemblies and chapels.
- g. **Student Council** – (grade 7/8)- work with those in charge of assemblies and special emphasis days in order to allow for the students to have a voice in the events. Those on student council volunteer for the position and must have the approval of their parents, their homeroom teacher, and the teacher representatives on the council.
- h. **Sports:**
 - i. **Intramural** – (grades 4-8) The students at these levels have the opportunity to sign up for intramural sports throughout the school year. The intramural program runs at snack recess and lunch recess.
 - ii. **Team sports** – (grades 6/7/8) JKCS enters teams in the Oakville Private Schools Athletic Association (PSAA) tournaments as well as the Ontario Alliance of Christian Schools (OACS) athletic tournaments. The major tournaments are cross country (September), soccer (September /October), volleyball (November), basketball (February), floor hockey (April), and badminton (April).
 - iii. **Track and Field** (grades 4-8) takes place in May. Those students who excel in their events are chosen to represent the school at the district track meet sponsored by the local district of the Ontario Alliance of Christian Schools.

7. Community Service

John Knox Christian School partners with a school in the Dominican Republic through World Wide Christian Schools. (WWCS). Each year the Student council organizes several events to help raise awareness and money for that school.

8. **After School Club** – From 4:00 p.m. until 6:00 p.m. there is after school supervision available at an extra cost. Please contact the office for more information.

School Uniform Policy

For daily wear and physical education, all students are required to wear uniforms. The following uniform pieces must be purchased at R.J. McCarthy Ltd., our official uniform supplier:

- Jumpers
- Kilts
- Pants
- Sweaters
- Vests
- Gym shorts

The following items can be purchased at either R.J. McCarthy or a store of your choice provided that the colour matches that of our uniform supplier:

- All socks
- Burgundy tights

- Plain white turtlenecks
- Plain white polo shirts
- Plain white blouses with collars
- Navy shorts
- Navy gym shorts

All uniform pieces purchased elsewhere must fit the criteria outlined below. A used uniform sale is held each spring at the school. The uniform policy for the various grade levels is as follows:

❖ **Girls – Junior Kindergarten – Grade Four (inclusive)**

- Stewart plaid jumpers.
- Plain white blouse with collar, plain white turtleneck or plain white polo shirt with or without JKCS logo.
- Burgundy cardigan, pullover or vest with JKCS logo.
- Burgundy leotards or burgundy socks.

❖ **Girls – Grade Five – Grade Eight (Inclusive)**

- Stewart plaid kilt.
- Plain white blouse with collar, plain white turtleneck or plain white polo shirt with or without JKCS logo.
- Burgundy cardigan, pullover or vest with JKCS logo.
- Burgundy leotards or burgundy knee socks.

❖ **Girls – Junior Kindergarten – Grade Eight (as determined by weather)**

- Navy McCarthy pants may be worn in lieu of jumpers or kilts.
- Plain white blouse with collar, plain white turtleneck or plain white polo shirt with or without JKCS logo.
- Burgundy cardigan, pullover or vest with JKCS logo.
- Burgundy knee socks, white or navy ankle socks (length must be above the ankle and must not have any logos, writing, coloured heel, and/or toe or any ornamental trim)

❖ **Boys – Junior Kindergarten – Grade Eight**

- Navy McCarthy pants.
- Plain white shirt with collar, plain white turtleneck or plain white polo shirt with or without JKCS logo.
- Burgundy pullover or vest with JKCS logo.
- Navy or white ankle socks (length must be above the ankle and must not have any logos, writing, coloured heel, and/or toe or any ornamental trim).

❖ **Summer uniform –All Students (as determined by weather)**

- Navy shorts or navy skort may be worn in lieu of the jumper, kilt, or pants (length of shorts must be no shorter than student's fingertips when arm is straight down and no longer than the bottom of the knee).
- Plain white blouse with collar or plain white polo shirt with collar.
- Burgundy knee socks or white ankle socks (length must be above the ankle and must not have any logos, writing, coloured heel, and/or toe or any ornamental trim).

❖ **Shoes**

Each student is to have two pairs. One pair of shoes is to be worn for physical education and indoor wear, the other pair is for outdoor wear. This saves wear and tear on floors in the halls, classrooms, and gym. It is important that students have proper running shoes that can be tied (laces/velcro) securely to avoid injury. Shoes that make black marks must not be worn at school.

❖ **Belts**

Belts may be worn but must be plain and black in colour with no ornamentation or design.

❖ **Physical Education Class Uniform**

Boys and girls are to wear the following attire when participating in physical education classes and/or any other school sponsored sports activity.

- Grey T-shirt with JKCS crest.
- Navy gym shorts with or without JKCS logo (if shorts are plain, they must be absent of any sports logo or printing)

Gifts Program – Getting involved for the Students (G.I.F.T.S.)

In recognition of the significance that volunteering brings to the school, JKCS values one hour of volunteer work at \$33.33 per hour. The expected minimum number of volunteer hours in a school year is 30 with the overall value of volunteering equaling \$1000.00.

The intent of the program is to make the required commitment easy to attain. In fact we expect that many families will easily exceed the set quota.

Guidelines

1. The GIFTS program applies to all families with children who attend John Knox Christian School. The program begins in September and runs to the end of August following the school calendar year.
2. Parents are asked to opt in or out of the GIFTS program on their tuition & fees calculation forms each year. Opting out commits a family to an additional fee of \$1000. Opting in commits a family to accumulate hours in accordance with the following guidelines.
 - a. Full time family (any #of students) 30 hours
 - b. Single parent family FT student 15 hours
 - c. Family with kindergarten only 15 hours
 - d. If a family experiences difficulty accumulating their hours for a given year, exceptions can be granted. A request to be excused from the program should be directed in writing annually to the GIFTS program secretary or to the Director of Development. All requests will be considered by the GIFTS committee which consists of program secretary, development director, and chair of the development committee.
 - e. Board members, committee chairs, and event/program coordinators will have their hours automatically recorded.
 - f. Only hours contributed by parents can count toward the GIFTS program obligation.
 - g. Families cannot bank hours from one year to the next.
 - h. Families that enter the school midyear will have their number of hours prorated.
 - i. The number of hours a family volunteers at the school will be protected by our privacy policy.
3. Record keeping. Forms will be available at the school and on the school's web site. Forms will be distributed to parents at the beginning of each year for their own record keeping. Sign in forms will be available at all events. A sign-in form will be available in the main office. Parents are encouraged to send in their forms often, rather than save them at home. Tracking forms are to be deposited in the school office.
4. Statement schedule
 - a. January Statement of hours earned thus far
 - b. May Updated statement and invoice for incomplete hours
 - c. June Arrears added to year end tuition & fees statements

School Procedures

Absence Reporting

If a student will be absent for the day, the parent is asked to phone either the teacher and leave a message on the classroom phone, or, at the main office. In the case of long term absence due to a vacation, the parent is asked to submit a vacation withdrawal form to the office. The teachers affected

by the absence will be notified, allowing them to send home additional work in order to allow the student to stay up with the rest of the class.

Agendas

At the beginning of the school year, each student in grades 1-8 is given an agenda. The purpose of the agenda is one of the ways for the teacher to communicate with the home and, at the same time, instill responsibility in the student for the organization of their homework and future obligations. Please refer to this agenda in order to help you with your child's school work. It normally comes home each evening.

Accidents

A student who is involved in a major accident at school will have the event recorded and the parents will be notified.

Arriving Late

All students should be seated in their homeroom classroom by 8:55 a.m. If they are late, they must report to the office and obtain a late slip. This slip will allow them to enter their homeroom. The parents of any student receiving three late slips in one term, will receive a phone call.

Birthday Invitations

It is a school policy that birthday invitations not be distributed to classmates and friends at school. Although inconvenient for parents, it does decrease the hurt felt by those who are not invited to the party.

Canadian Tests of Basic Skills (October)

Every other year, all the students in grades three to eight, write a series of tests over a period of six or seven days, in order to determine their progress in the basic skills of mathematics, science, spelling, grammar, map and graph reading, and comprehension. The results of these tests are available to the parents. The last time the students were tested was the fall of 2008.

Closing for Inclement Weather

Should the school need to be closed due to inclement weather you will be notified by way of our emergency phone list. The closing of the school will also be announced on the radio station CFRB.

Class Trips

Typically each class takes two or three trips within the school each year. Transportation for these trips is by bus. Parents are encouraged to join their child's class on these outings. At the senior level (grade 7/8) there are three class trips that have become traditions. These are:

- Three day/ two night trip to Fair Glen by the grade 8 class at the beginning of each school year. Fair Glen is a Christian youth camp located on the Trent canal system just west of Kirkfield. This trip is paid for by the sale of hot dogs every Friday.
- Band and Drama Tour (May) – This tour involves the senior band, the senior drama group, and the ensemble group. Typically it tours the Niagara peninsula one year and the Ottawa region the alternating year, playing for audiences in other Christian schools, as well as, touring areas of historic or geographic significance. This trip is paid for by the individual student. It also receives additional funding from our pizza program.
- Grade seven bike tour (June) – This trip typically takes place the last week of school and involves a tour of the area around Niagara Falls and along the Niagara Gorge. The Brock Monument and the Sir Adam Beck generating station are highlights on the trip. This trip is paid for by the student activity fund.

Criminal Record Checks

All employees and any volunteers who have regular contact with students must provide the school with a criminal record check obtained through the police department of the municipality in which they live.

Cheating and Plagiarism

Cheating and plagiarism are strictly prohibited. Cheating during a test, including the inappropriate use of a programmable calculator, will result in a mark of zero. Cheating on an assignment will result in a mark of zero. Students who use the material of others including Internet sources without appropriate acknowledgements are plagiarizing and will receive a mark of zero.

Electronic Equipment (cell phones, MP3 players, etc.)

Cell phones are not to be used in the school due to the possibility of inappropriate use of the picture capturing function of the phone. Should a student need to be contacted or they need to contact you, the classroom or office phones are available upon request. If it is imperative that a student have a cell phone in his/her possession, we would ask that it be left with the teacher during school hours. If a student should be seen using the cell phone inappropriately it will be confiscated by the teacher and returned at the end of the day and the parents will be notified.

Sound equipment such as MP3 players must be stored out of sight in the student's locker, desk or with the teacher. They are not to be used during the school day. Should they be used inappropriately they will be confiscated and returned at the end of the day.

Exams (mid June)

At the end of each school year, the students in grade eight take part in three two hour exams in preparation for high school. During the testing time the regular school schedule is not followed.

Graduation

- Senior Kindergarten graduation is normally the Friday prior to the last week of school. It is during the day and all parents are invited to attend.
- Grade 8 graduation is normally the Thursday evening prior to the end of the school year. The graduation ceremony is open to all parents, grandparents, and siblings of the graduates. Following the ceremony a dinner is provided at a location determined by the graduation committee. Each parent is asked to pay a small fee to cover the costs.

Internet and Computer Use Policy (Acceptable Use Policy)

JKCS students are offered the use of networked computers that provide access to the Internet, local technology resources, and email. These resources are intended for academic use only. Each student will be provided with their own account once the acceptable use agreement has been read and signed by both the student and his/her parent/guardian. The policy applies to all electronic services and any other message or communication service facility such as Hotmail.

Medical and Dental Appointments

We realize that it is not always possible to schedule these appointments after school or on non-school days. However, we would like to point out that students coming and going during the day can be very disruptive to the educational process. As well, your child could miss important information causing him/her to fall behind.

Meet the Teacher

Thursday afternoon prior to the beginning of school all parents and students are invited to come to the school to meet their child's teacher and tour the school.

New Parent Orientation Night

In September of each new year, parents new to the school are invited to an orientation evening. The exact date and time will be posted in the Parent Update.

Out of Bounds

The students are not allowed outside of the fence that borders the perimeter of the school unless they have been given special permission of the teacher.

Parking

Please park your car in the designated parking area if you plan on entering the school. Do not leave your vehicle parked in the area designated for bus traffic or for the express flow of car traffic.

Parent Update

Every Friday this newsletter is emailed to your home. It contains general items that concern the whole JKCS community as well as specific items that relate to the individual classroom. If you do not have email capability you can view it on our website or have a hard copy sent home through your child.

Phone Directory and Class List

The phone directory, which is issued at the beginning of each school year, lists the names of the teachers as well as their school phone number. It also contains class lists and the names and phone numbers of all the parents.

School Services

Order forms are provided at the beginning of each term for the following.

- Pizza (every Wednesday)
- Hot Lunch Program (every Monday)
- Hot Dog Day (every Friday)

Awards Program

There are a number of extra-curricular activities that the students at JKCS may receive an award for. An award is given in the form of a certificate or a bar. The certificates are not actual pieces of paper but are tracked by the awards coordinator. Certificates are awarded for participation in intramurals as well as participation in things such as the summer reading club, and completing the required number of book reports. Certificates are cumulative over the years. When a student accumulates three certificates a bar is awarded. Once a student has accumulated five bars they will receive an extra award of a letter (i.e. "J"). For each additional five bars students will receive additional letter awards. These include the small letters for "JKCS" and then the larger letters which also spell "JKCS". Opportunities to participate in extra-curricular activities vary from grade to grade as well as from year to year. The following are a number of the activities that have been offered over the years:

Achievement	Band	Peer Mediator
Battle of the Books	Service	Referee
Basketball	Soccer	Bus Patrol
Cross Country	Spelling Bee	String Ensemble
Drama	Student Council	Dance and Tambourine
Ensemble	Tech Team	Track and Field
Floor Hockey	Volleyball	21
Intramurals	Jazz Band	Junior Basketball

Lucie Stackaruk Award for Christian Discipline (grade 8 only)

Criteria:

1. Demonstrate a personal commitment to developing a relationship with the Lord.
2. Express Christ-like character in relationships with others – builds up, edifies, encourages.
3. Lives with a whole-hearted vision; is motivated, purposeful, accountable, and goal orientated.
4. Evidence of Biblical knowledge and application of the Word in their life.
5. Expresses a servant leadership style.
6. Shows appropriate respectfulness and humility to both peers and teachers.
7. Is involved in extracurricular activities at JKCS and is a positive role model for the school community.
8. Shows self-discipline as demonstrated in being on time for school and for class, care of school materials, taking responsibility for assigned work and its completion on time.

John Knox Christian School Criteria for Grade 8 Valedictorian

The John Knox valedictorian is a graduating student who, after being selected by staff and peers, delivers a speech during the graduation ceremony. Being chosen as a valedictorian is an honour, and carries with it the responsibility of representing the graduating class in a worthy manner.

The valedictorian's speech should be designed to be a retrospective of the class, an inspirational address, and a thanksgiving to the school community and, most importantly, to the Lord for His faithfulness. The valedictorian will work together with their teacher or a member of the staff to prepare his or her speech.

In the process of selecting a valedictorian, there are several important qualities to be considered:

Academic:

- Good study skills
- Average of 80% or greater
- Good effort and attitude
- Participates in class
- Organized
- Hands in all homework assignments on time

School Participation:

- Participates in/contributes to the life of the school
- i.e.: Student Council, Bus Patrol, Peer Mediation, etc.
- Also: clubs, teams, intramurals, classroom help

Shows Fruits of the Spirit (from Gal. 5:22):

- displays qualities of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control

Public Speaking:

- Must be proficient at public speaking, displaying good preparation skills, and confidence in delivery

Minimum Attendance:

- Should have been a student at JKCS for a minimum of two years

It has been the tradition to allow the students to vote for their choice(s) via a secret ballot, with the results being tabulated, discussed, and approved of by staff. The student who has been chosen is then

approached in private and is given the opportunity to accept or decline the nomination. If they insist on declining, staff will consider the student with the next most votes.

Anthony Malandra Music Award:

Given to the grade 8 student that best displays musical ability, integrity, passion, leadership, and teach-ability.

Kings Christian Collegiate Awards: The criteria is excellence in each of the areas. However, it also includes the concept that each student receiving the award also exhibits strong Christian character.

- Excellence in Academics
- Excellence in Athletics
- Excellence in Arts

HOMEWORK GUIDELINES

Teachers give homework as a planned part of the educational process. It is designed to enhance student learning and assist in the development of life-long learning skills such as self-discipline, task and time management, prioritization, responsibility, independence, initiative, and problem solving. Studies have shown that students who set aside time at home for studying, reading and doing school works experience greater achievement than those who do not.

Homework is generally divided into 4 types:

1. **completion** of classroom work
2. **practice** and review of concepts
3. **preparation** for future learning
4. **creative extension** of classroom learning (projects and independent study assignments)

As a guiding principle, students should expect to spend an average of 10 minutes per grade per night doing homework. For example, a grade 3 student would have up to 30 minutes of homework per night. Homeroom teachers monitor the flow of assignments and ample notice with respect to due dates is given for large assignments/projects. Students are encouraged to be self-advocates when flexibility is required to complete work.

Junior Kindergarten – Grade 3

- Unfinished class work may be sent home for completion
- Parent reading with child, shared reading
- Learning and review of high frequency words
- Practice of weekly spelling
- Drilling math facts
- Memory work
- Preparation for quizzes and tests when required
- Collecting materials for classroom based on current themes
- Using day-to-day activities to practice counting, calculation, arranging objects by size and shape

Grade 4 – Grade 6

- Parent reading with child, shared reading, listening to child read, independent reading, book reports
- Completing daily assignments
- Drilling multiplication and division facts

- Regular reviewing of French verbs, structures, and vocabulary
- Reviewing for quizzes and tests
- Collecting materials
- Working on projects
- Journal writing
- Memory work
- Practicing recorder/band instrument

Students are required to complete their work. Incomplete assignments may result in loss of marks, and / or removal from extra-curricular activities. Parents/guardians will be contacted if there is an on-going problem with homework completion.

Grade 7 & 8

- Completion of daily assignments
- Reading, book reports
- Review for quizzes and test preparation
- Working on projects and preparing for presentations
- Journal writing
- Memory work
- Practicing recorder/band instrument

Students are required to complete their work. Incomplete assignments may result in loss of marks, and / or removal from extra-curricular activities, and school teams.

JKCS PRIVACY GUIDELINES

John Knox Christian School is committed to maintaining the confidentiality, accuracy and security of your personal information, as well as that of your children, in line with principles established by the Personal Information Protection and Electronic Documents Act (PIPEDA). Information provided at registration is used to connect our constituents and strengthen our school community by informing them of school news, events, issues, and opportunities for involvement.

When you, as a parent, student, alumnae or other individual, provide personal information to the school such as your name, address, telephone number, and email address, it is shared with the Development Office so that we may communicate with you. The school solicits financial and volunteer support of its many constituents through the Development Office. While John Knox Christian School aims to celebrate the many donations and gifts to the school, our goal is to respect and work with our donors, within the principles of the law.

All information is stored in password protected data bases and in secure files on school premises. Access is restricted to authorized staff and volunteers who have been trained in dealing with our privacy standards ***and who have signed a confidentiality agreement.***

Under no circumstances is this information rented, sold or given to any organization outside of John Knox Christian School.

You have a right to access your personal information, or that of your child, upon request through our JKCS Privacy Officer:

John Lunshof
Principal
Tel: (905) 829-8048 Ext:222
Email: jlunshof@jkcs-oakville.org

If you would prefer not to have your personal information shared, or have any concerns or questions, please contact the principal.

Internet Acceptable Use Policy (AUP)

Computer based learning at JKCS is carried out in partnership with TechnoKids. The classroom teacher is present when students are working on the computers. It is expected that this Internet Acceptable Use Policy (AUP) will be read and discussed with your children. The *Student Internet Agreement* is to be signed and returned to the school. Internet access is an educational activity that is considered to be an important component of the educational environment in the preparation of students for life and work in the 21st century.

Students shall use the Internet system for educational purposes. Educational purposes include *JOHN KNOX CHRISTIAN SCHOOL* activities and projects

Rationale:

At JKCS the main goal is to equip students for service in God's world through a Christ-centered education. This education includes access to the Internet for educational purposes. While our children are exposed to such technology, we must remain in our commitment to ensure our Christian perspective permeates all areas of study. It is with this objective in mind that the guidelines for the Student Internet Policy be established.

Guidelines:

I. Student Safety:

- a. Students shall not reveal personal contact information about themselves (full name, address, phone number) when using the Internet.
- b. Students shall not agree to meet with anyone they have met online.

II. Student Access to the Internet

- a. Students shall not access material using the Internet system that has been deemed inappropriate for school use. Inappropriate material is defined as:
 - Dangerous information* - information that if acted upon could cause damage or presents a danger of disruption.
 - Criminal information* - information that advocates or condones the commission of unlawful acts including instructions on breaking into computer systems, child pornography, drug dealing, gang activities, etc.
 - Inappropriate language* - obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
 - Inappropriate Information* that is inappropriate in an educational setting or violates school rules.
- b. Should students accidentally encounter inappropriate material or receive inappropriate e-mail or information that makes them feel uncomfortable, they shall immediately report it to their teacher.

- c. Students shall not post inappropriate or illegal material to the Internet.
- d. Students shall not use inappropriate language in email messages.
- e. Students shall not send "spam". Spam is sending an annoying or unnecessary message to a large number of people, such as chain letters.
- f. Students shall not download or install any commercial software, shareware, .or freeware onto network drives or disks.
- g. Students shall not deliberately attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- h. Students shall not read, copy, modify or erase other people's files.

IV. Limitations on Non-Educational Activities

- a. Students shall not use the Internet system for commercial purposes, defined as offering or providing products or services.
- b. Students shall not use the Internet system for purchasing products or services.
- c. Students shall not use the Internet system for political lobbying except to analyze legislative measures and communicate their opinion to elected officials via the Internet.

V. Student Privacy:

Students acknowledge that the routine maintenance and monitoring of the system may lead to discovery that they have violated the law or a school rule. John Knox Christian School reserves the right to search email messages or Internet cache files.

VI. Plagiarism and Copyright:

- a. Students shall not reproduce copyrighted material without explicit permission.
- b. Students shall not plagiarize. Students shall stay within the bounds of the "fair use doctrine" of copyright law and must cite the source of information taken from the Internet.

VII. Technical Services provided Through the Internet:

Students have access to the following technical services:

1. *E-mail*. E-mail will allow users to communicate with people throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects. Students in grades 3-8 will obtain a Hotmail account and will use it to complete academic projects.
2. *World Wide Web*. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students.
3. *Newsgroups*. Newsgroups are discussion groups that are similar to mail lists. Students shall have access to selected newsgroups that relate to Subjects that are appropriate to the educational purpose.
4. *Internet Relay Chat (IRC)*. IRC provides the capability of engaging in "real-time" discussions.
5. Students will have access to IRC only for specifically defined educational activities.

VIII. Discipline:

- a. Students will receive notification about an alleged violation and will be allowed to tell his or her side of the story.
- b. JKCS may suspend access to the Internet system upon any violation of the AUP.
- c. Violation of the disciplinary code of the school when using the Internet system will be handled in accord with the disciplinary code of the school.
- d. Suspicion of illegal activity when using the Internet system or violation of the law will result in the appropriate legal authorities being contacted to handle the situation.