

ADVENTIST CHRISTIAN
ELEMENTARY SCHOOL



A.C.E.S of London
Parent Handbook

**805 Shelborne Street
London, ON**

www.aceslondon.ca

Welcome

Welcome to the Adventist Christian Elementary School. A.C.E.S. is owned and operated by the Seventh-day Adventist Church of Ontario and is a part of the worldwide Seventh-day Adventist educational system, second-largest Christian school system in the world, operating 7,598 educational institutions in over 100 countries with over 1.5 million students. world-wide which includes 92 colleges and universities. Within this system A.C.E.S. teaches Biblical principles of Christianity within the context of local provincial educational program, fostering relational approach.

An education of this nature has a lasting impact and helps with the balanced development of the whole child. At Adventist Christian Elementary School, we not only prepare your child for life here on earth, we also prepare them for eternity.

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Vision Statement

To provide affordable and accessible education to the broader community while working in cooperation with other educational facilities.

Mission Statement

*Adventist Christian Elementary School's mission is to
SHOW children Jesus,
NURTURE their love for Him and others,
TEACH them to think and
EMPOWER them to serve.*

Motto: Soaring in Christ

Objectives

Intellectual

Students will:

- Demonstrate an awareness of themselves as a person of worth, with a recognition of individual gifts, strengths and weaknesses.
- Demonstrate the ability to read, write, listen, and speak with clarity and confidence.
- Be able to think creatively and apply knowledge to the solution of everyday problems.
- Demonstrate the ability to think independently and to make personal decisions.

Spiritual

Students will:

- Exhibit knowledge of the Bible and be able to apply its teachings to daily living.
- Develop an understanding of the use of prayer as a means of direct communication with God.
- Manifest an acceptance of Christian principles as evidenced by their interaction with other people.

Social

Students will:

- Develop an understanding that all people are children of God regardless of race, creed, or religious affiliation as manifested through their relationships with others.
- Develop an understanding of social values such as courtesy, consideration of others, cooperative group interactions, self-control and respect for authority.
- Develop skills that will enable them to participate and take leadership roles in church and community programs.
- Be able to participate in social activities that uphold Christian values and manifest the respect for the dignity of manhood and womanhood.

Physical

Students will:

- Demonstrate awareness that the body is the temple of the Holy Spirit, and will foster the practice of healthful principles of living.
- Exhibit an understanding of the close relationship between spiritual, mental, and physical development.
- Participate in a physical education and recreational program that will develop good physical and mental health.

Admission Information

ACES is a private, religiously-oriented school and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities. We welcome any student who wishes to flourish in this environment to develop a Christian character, and who can support the philosophy and policies established by the school.

Parents seeking admission for their children in the ACES must be in agreement with the standards and policies of the school. Parents/guardians pledge to assist in every way possible to uphold the school, staff and the education program.

A child must be six (6) years of age by December 31 of the current school year to be accepted in the first grade. Students entering school for the first time must have proof of age and status in Canada.

Admission Criteria

Admission criteria for new students will consist of the following:

- completion of the ACES registration form;
- a signed statement in support of ACES policies;
- verification of status in Canada (copy of birth certificate or citizenship papers);
- photocopy of health card and immunization records.

All students must re-register each year in August. It is a school board policy that no student be enrolled unless his/her previous account is paid in full or prior arrangements are made with the school board. Secondly, behavioural/scholastic approval must be given by the teacher.

We believe that all children will benefit from our program. However, we may not be able to adequately serve children with special learning needs at this time.

Health and Nutritional Information

Health and Well-being

Parents need to be aware of their child's health and decide when it is necessary to keep him/her at home.

Please inform the school of contagious illnesses such as pink eye, chicken pox, or cases of head lice so that other parents can be alerted to watch for symptoms. A medical certificate is required before a child can be readmitted to class.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

Administration of Medication

Teachers are not permitted to give any internal medication. If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, the child may be assisted by the teacher if the school receives:

1. A written statement from the parent/guardian of the student indicating their wish that the teacher assist the student with their medication(s). The letter must also state the time schedule, the amount and method by which such medication is to be taken; and,
2. Such medication must be delivered to the school in its original, identified container.

Lunches / Snacks

We ask that lunches / snacks do not include any unclean meat as stated in Leviticus, Chapter 11 of the *Bible*. This includes foods containing pork (ie. ham, bacon, pepperoni, etc.) and shellfish of any kind. Children's lunches should be healthy and balanced.

Preventative strategies for the potential of food allergies shall include the following:

- Children should not trade or share food.
- Children with food allergies should eat lunches and snacks that have been prepared at home.
- NUTS *in any form, including nut oil*, are NOT to be included in foods brought in for special occasions and food contents should be labelled.

General Information

Attendance

School is in session from 8:30 a.m. to 4:15 p.m. Monday through Thursday. Regular and punctual attendance is essential to good scholarship. Absences due to illness of the student, death in the family, severe weather conditions, medical/dental appointments, and emergency-related problems will be excused. ACES has a safe arrival plan to ensure the safety of our students. Parents/guardians should notify the school by 9:00 a.m. if their child(ren) is going to be absent. A written note signed by the parent/guardian, giving the dates and the reason for the absence must be presented to the teacher in charge upon their return to class.

Students must remain on school premises during school hours. Students will not be excused from class without written parental consent.

Communication

Parents who wish to speak to a teacher should call after 4:15 p.m. unless it is an emergency. The teacher is available for consultation by appointment.

Students will be given permission to use the telephone only in urgent situations. Parents are asked to communicate their plans to their child/children prior to school.

In the event of school closure due to inclement weather or an emergency, school staff will contact you. Each parent/guardian should ensure the school has *up-to-date home, work and/or cell phone numbers*. DO NOT call the school. The school will contact you in an emergency.

Grievance Procedure for Students and/or Parents

Adventist Christian Elementary School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; based on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is a student, teacher, or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and the ACES grievance mediator (Jennifer Reid). The principal shall follow up in writing to all parties.
5. If not resolved, parent contacts the board chair, in writing, who will seek resolution through the appropriate subcommittee of the board.
6. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

Tips for a Good Meeting with a Teacher

1. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention: as well and there will be fewer restrictions on the amount of time the teacher will be able to meet with you.
2. If you are angry or upset about the issue, wait until you have calmed down. "Striking while the iron is hot" may make you feel better at the time to get it off your chest, but could also cause more damage and make the situation worse.
3. Come with a positive attitude to help make our school a better place by working with the teacher.
4. Try to treat the other person the way you would like to be treated under similar circumstances. Don't accuse.
5. Be reasonable in your approach and expectations.
6. Try to see the other person's point of view. Listen to them and try to understand. Taking time to walk in the other person's shoes can give us a new perspective on the issue, and present new solutions.
7. Avoid the use of over generalizations like "always" or "never," since they are seldom true.

Curriculum and Instruction

The Adventist Christian Elementary School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the North American Division of Seventh-day Adventists.

The school provides instruction covering the following areas:

- Christian Growth: Bible (Encounters)
- Language Arts, Handwriting Phonics, Reading, Mathematics, Science, Social Studies
- Physical Education/Health Education: Swimming is part of the physical education program.
- Computer Science, Family Studies, Visual, Dramatic Arts and Music

Student Conduct and Discipline

Each student enrolled at ACES is a representative of the school and is expected to conduct him/herself in a way that is consistent with the standards set forth by the school. Each student is expected to be orderly in conduct while in and out of the classroom, on the playground and on school outings. Parents will be informed of any serious misconduct and behavioural records will be kept on file.

The following behaviours are considered to be major infractions:

- Assault i.e., hitting, kicking, punching, biting, fighting, slapping.
- Vandalism or theft of school, church and/or personal property.
- Persistent opposition to authority.
- Disrespectful abusive language or gestures.
- Disruption of instruction.
- Recklessly or wilfully endangering oneself or others.
- Use or possession of tobacco, alcoholic beverages, illegal drugs and other controlled substances.
- Possession of fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards, radios, electronic devices and obscene (sexual or violent) literature or objects.
- Violation of internet usage agreement.

- Leaving the school grounds for any reason without the permission of the teacher/principal.

Any student who disregards the principles of the school is subject to disciplinary action, these may include, but are not limited to: loss of privileges, detention, writing an evaluative essay related to the misconduct, in-school suspension, out-of-school suspension or expulsion.

Please also note the following:

- Damage or loss to school property and school books is unacceptable.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics.
- Rollerblading and skateboarding are not permitted on school premises at any time.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures and furniture.

Dress Code

The school has standards that it believes to be appropriate wearing apparel for students who attend Adventist Christian Elementary School and reserves the right to maintain the standards it has outlined in its dress code.

- Students are required to wear the school uniform.
- Boys: Khaki pants and navy blue polo shirt, blue/black socks and black shoes.
- Girls: Khaki pants/skirt and navy blue polo shirt, blue/black socks and black shoes. Hair accessories include black, navy (blue), brown, and white.
- Appearance should be modest, clean and neat. Students should be well-groomed at all times, avoiding extremes in hairstyles
- No improper, obscene, nor lewd wording or advertisement will be allowed on any clothing (Beer/Alcohol/Tobacco Ads, etc)
- Make-up, including nail polish should be a natural colour and not distracting
- Jewelry, such as bracelets, rings, earrings and necklaces is not permitted. Bracelets or necklaces that are worn because of medical condition (Medic-Alert) are the only exception
- During swimming outings proper one-piece swimming attire is required
- Students will be required to wear white tops and black bottoms for specific programs

2020 – 2021 Registration and Tuition Fees

Registration Fee

A one-time fee of \$100 is payable upon registration at the school.

School Supply Fee

A yearly \$350 school fees applicable for purchase of school books & supplies, insurance, technology, yearbook is to be paid at the time of registration in August. There is a \$50 discount for early intent to enroll/return by application submitted by May 31.

Tuition Fee

5% rebate for payment in full at the first of the year.

The monthly tuition fee is due on the first day of each month. September tuition should be paid at registration in August. There would then be 9 additional payments for the year.

Constituency Fee Children:	Grade 1 -8	Kindergarten
One Child	\$350 per month	\$375.00 per month
Two Children	\$665 per month	\$712.50 per month
Three Children	\$945 per month	\$1012.50 per month

Non-Constituency Fee Children:	Grade 1 -8	Kindergarten
One Child	\$400 per month	\$425.00 per month
Two Children	\$760 per month	\$807.50 per month
Three Children	\$1080 per month	\$1147.50 per month

Method of Payment

Payment of school fees can be made to the school principal by cash or cheque. Payment is also accepted by debit or credit card online through the ACES website, interac e-transfer, or a mailed cheque to the treasurer. A receipt will be provided for all payments.

Monthly Payments

Monthly financial statements will be prepared on the 5th of each month and sent home with your child or e-mailed to you. The statement will include payments made for month ended and up to the 5th of the current month including any outstanding balances.

Any questions regarding monthly financial statements should be directed to the School Treasurer at aces.london.treasurer@gmail.com or treasurer@aceslondon.ca.