



Dear Parents,

I ask that you carefully read this handbook and use it as a guide and reference throughout the school year. This handbook allows for students, parents and teachers to be aware of the routines and expectations of the school and therefore be able to follow those expectations. In short this book will help you to keep in touch with Sonrise and make you familiar with the day-to-day procedures.

As a staff, our goal this year is to work with you to ensure the success of your child. If you have any questions, or concerns, please feel free to contact me at the school.

Thank you for your support of Sonrise and your commitment to Christian Education. It is a privilege to be able to work with your children.

Blessings,

Julie A. Scrivens OCT B.A./B.Ed.

Principal
Sonrise Christian Academy

Section 1: Sunrise Christian Academy

Statement of Faith

- ❖ We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- ❖ We believe the Holy Bible to be the inspired, infallible, authoritative and inerrant Word of God.
- ❖ We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and His ascension to the right hand of God the Father and His future personal return to the world in power and glory.
- ❖ We believe in the regenerative power of the Holy Spirit, for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith alone are we saved.
- ❖ We believe in the resurrection of both the saved and the lost. They that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- ❖ We believe in the spiritual unity of all believers in the Lord Jesus Christ.
- ❖ We believe in the present ministry of the Holy Spirit who enables the Christian to live a Godly life.

Statement of Core Family Values

1. We believe that human life begins at conception and therefore an unborn child is a fully human person. (Genesis 1:28, Psalm 127:3, Psalm 139, Exodus 20:13).
2. We believe that sexual activity, including but not limited to intercourse, is morally wrong outside of marriage. (Ephesians 5:31, 1 Corinthians 6:16-20, 1 Corinthians 7:2).
3. We believe that God's design for marriage is exclusively heterosexual. (Romans 1:27, Ephesians 5:31)
4. We believe that promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school. (1 Corinthians 13, Galatians 5:22).

The Organization

Sonrise Christian Academy was founded in 1986 by members of the First Baptist Church, in Picton, with a goal to give parents an alternative form of education for their children and to minister to the children of Prince Edward County. Sonrise maintains membership in the Association of Christian Schools International and is an associate member of the Council of Canadian Christian Charities. The school first operated in the church building on King Street, but as interest grew throughout the wider Christian community, the need was soon obvious for alternate accommodations.

With generous financial support and tireless efforts of numerous dedicated individuals, the current property at 58 Johnson Street was purchased. By September 1992 the first classes were held in the new building and enrolment began to increase. Since its development in 1986, the school has matured. It has been the beneficiary of several supportive denominations in the local Christian community.

The board is typically comprised of members of those various denominations. The board has between five and eleven non-paid members, including the chairman as a non-voting arbitrator. The principal attends all board meetings but holds no voting privileges. Members are recommended from among the parents and Christian community at large and elected to sit on the board for three-year terms. The board functions according to an established Constitution, develops policies and is responsible through its representatives for the daily functioning of the school.

The board meets every month at the school to discuss and conduct the official business of the school. Parents wishing to make a presentation before the board for any reason may ask to be added to the meeting agenda by notifying the board chairperson in writing seven days before its next scheduled date. Contact the school's general office secretary for upcoming dates.

The Academy's manual of Policies and Procedures is available upon request and we encourage you to familiarize yourself with it in further detail. Within that manual are disciplines by which everyone associated with Sonrise, including volunteers, students and parents, are expected to abide. The principal is charged with the daily administration of those policies. Professionally reviewed financial reports can be made available following their approval at the board meeting in which they are presented. This is generally held in October. During the school year, finances are reviewed at the monthly board meetings. Financial inquiries can be directed to the treasurer.

At Sonrise, it being a parent-run school, tuition is a two-part obligation: time and money. Each parent is expected to put his or her heart and soul into the life of the school and endeavour to participate fully to the best of their ability.

Mission:

To provide a nurturing, Christ-centred learning environment, based on a relationship with God and the truths of His word, that allows children to grow to their full potential both academically and spiritually. Equipping these students through the guidance of the Holy Spirit with the knowledge, skills and integrity of heart needed to make a difference in the world for the Kingdom of God.

The purpose of Sonrise is to provide a regular course of study for its students based on the truth of God's Word. We believe that the Holy Bible is the inspired Word of God and its principles should be the basis for educating children.

The school is dedicated to providing each child with Christ-like attitudes. Sonrise, working together with the family, strives to meet the children's needs academically, spiritually, socially and emotionally. In all areas of this school experience, the person's spiritual well-being is first and foremost within a family atmosphere of mutual respect.

School Core Values

- Treating all children with love, dignity and respect
- Offering excellence in education with unique opportunities in music, drama and sports
- Establishing a family-life atmosphere
- Maintaining small class sizes
- Evangelizing through relationships
- Working towards being Christ-like in everything we say and do
- Impacting the world, one child at a time

Teaching Staff

Each teacher is a dedicated believer in Christ and is committed to our Statement of Faith and Statement of Core Family Values. The staff is committed to bring each student to a personal relationship with Christ; to offer an outstanding academic program that challenges all students across the curriculum; to assist the children in developing the skills needed to serve for a lifetime. Teachers regularly participate in professional development conferences and course upgrades.

We endeavour to keep class sizes near twenty students to optimize costs while providing sufficient personal attention. From year to year, class "splits" will be determined based on enrolment. For certain subjects, classes are rearranged.

Section 2: Admissions and Tuition Policies

Registration

Sonrise Christian Academy welcomes applications from all families. Families who wish to attend SCA must successfully complete the following stages.

1. Completion of enrolment applications
2. Interview with the principal and admissions committee
3. Signed agreement with our Statement of Faith and Core Family Values
4. Signed agreement with our Tuition Policy
5. Admission assessment (grades 1 – 8)

Students applying for enrolment at Sonrise will be admitted on the basis that:

- they meet the necessary age requirements. The age requirement for Kindergarten is that the child must have reached, on or before December 31 of the school year in which he/she is applying, his/ her fifth birthday for SK or fourth birthday for JK
- there is space available in the classroom that the student will be entering
- they are capable of maintaining both the academic and behavioural standards of the Academy (*Sonrise Christian Academy does not have the staff nor facilities to meet the needs of all children*)
- they comply with all policies and procedures of the Academy
- there are no unresolved matters of contempt concerning the individual
- his/her parents have signed the Academy's Statement of Faith and Statement of Core Family Values

Students carrying through from the preceding school year and are qualified for re-enrolment are given a priority standing.

All new students are placed on a 90-day probationary period.

Part-time Homeschool Admissions

Sonrise accepts students on a part-time basis in our Homeschool Program. Families follow the same registration and admissions policy as full-time students.

Re-enrolment

Parents should confirm with the office prior to the 1st day of April their intentions concerning re-enrolling for the following school year. Budgets and other plans for the following school year are made during April and May, and this courtesy is greatly appreciated.

Students who have been the subject of prior disciplinary actions or dismissal will be required to reapply for enrolment through the same process as new registrants.

Fees and Tuition

Tuition fees for the upcoming school year will be communicated to all parents by the end of the present school year. Please contact the school office if you require the rates for the current school year. An activity fee per student is included in the tuition fees. This fee will cover the cost of swimming, skating, gym rentals, theme day expenses and year-end class trips. Some extracurricular activities may require an additional fee for participation. Such events may include special excursions, the annual school ski trip, and the grade 8 graduation trip.

At Sonrise, we consider tuition two-parts: Time and Money.

Although fees make up the largest part of the school's revenue, donations and fundraising play an important role, as well. The school being a parent-run operation, each one is expected to contribute wholly to the efforts required in various fundraising activities and / or cost-reducing measures. Apart from the fact that higher fundraising revenues reduce tuition fees, they lower the "cost-per-student" ratio which provides for a greater tax-deductible receipt for each tuition payer at year end.

In the event that a student is removed from enrolment at Sonrise for any reason, certain payments may be refunded to the payer. The balance of payment for tuition beyond the month or any part of a month that the student was in attendance with the Academy, will be refunded less a \$175 charge for curriculum material and supplies. No portion of the activity fee will be refunded. No refunds will be given for contributions for which an official charitable tax receipt has been issued.

Payment

Tuition payments may be made at the school office. All tuition fees are due at the beginning of the school year or the first of each month that the student is in attendance. The preferred method of payment is to provide the treasurer with ten or twelve post-dated cheques commencing September 1.

For those with unusual financial circumstances, other payment options may be discussed with the treasurer, but will require board approval. Feel free to contact the treasurer at any time to discuss your financial situation.

For those with extenuating financial problems, who maintain the desire to enrol their child(ren) at Sonrise, a Tuition Assistance program is available. When applying for enrolment, those parents seeking assistance are asked to make this fact known. Full disclosure of the applicant's financial situation will be required, including prior year Income Tax Assessments. Once the admissions process is complete an additional meeting will be required to discuss the details of your request to qualify. Please inquire with the principal in confidence about further details.

Families with tuition arrears of two months or more shall receive written notification of the situation. Failure to arrange a payment plan or correct the deficiency within ten (10) school days of the date of notification will be cause for indefinite suspension of their child(ren) with a referral to the Finance Committee.

If your financial status changes throughout the year, please inform the school treasurer.

TRIP – Tuition Reduction Incentive Program

50% of funds raised through gift card sales by any tuition payer may be credited to their tuition account. Families may begin to collect money towards their tuition account before the enrolment of their child in the school.

Charitable Tax Receipts

Sonrise Christian Academy is Charitable Corporation number 701-750, registered under the laws of the Province of Ontario since October 2, 1987. [Sonrise was also registered with the Ontario Ministry of Finance as an "Equity in Education Tax Credit School" under its Ministry of Education registration number, 888-702, and issue(d) tuition receipts once annually following December 31st.] * Its Federal charitable registration number is 11915-6347-RR0001 and issues charitable tax receipts once per year following December.

Outright monetary donations are fully receiptable. Contributions to which a certain condition applies only receive a receipt to which conditions apply. Tuition and some other payments, therefore, may be treated differently. Bus fees, for instance, are NOT tax receiptable. Due to the service that is provided in exchange for tuition payments, only the portion which exceeds the established "Cost per Student" value (C/S) is tax receiptable. This C/S value is determined by a complex calculation after the school's fiscal year end and applied to all tuitions paid during the calendar year.

Section 3: Academics

Curriculum

At Sonrise Christian Academy all curriculum is taught from a Biblical world view. The truth as found in God's word is the foundation in which all subjects are taught. As our mission statement states we aim to provide students with the knowledge, skills, and integrity of heart needed to make a difference in the world for the kingdom of God.

Many of our textbooks used are from Christian publishing companies. It is our ongoing goal to match or exceed the content and expectations of the Ontario Ministry of Education guidelines.

If you require further information on specific curriculum areas, we invite you to contact the office or speak with the principal directly.

Assessment and Reporting

Report cards are the official means of communicating student progress. The term report cards are the final term mark earned by evaluating tests, quizzes, notebooks, projects, participation and many other formal and informal assignments. Formal reporting occurs three times per year in a report card format. The three school terms are:

1st Term - September through November:

Report cards sent home prior to parent interviews.

2nd Term - December to the March Break:

Report cards mailed home.

3rd Term - March to June:

Final Report cards mailed home following the completion of school.

Homework

Homework plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Teachers will assign homework when the need exists and as it supports and reinforces what is being studied. It is not intended to be excessive and is given for a specific purpose. Generally speaking, no regular homework is assigned until grade seven, except to complete work that could have been finished in class, or the completion of special projects. Please talk to your child's teacher if you have any homework concerns.

Some suggestions for homework:

- Do your work regularly at a set time.
- Have a quiet place to study
- Do your most difficult subjects first
- Don't be satisfied with meeting minimum requirements
- Do your work thoroughly as daily assignments are given
- Plan ahead and start on time when studying for tests
- Homework left at home is considered homework not done.

Parents will be notified of incomplete homework and arrangements will be made for the completion of unfinished assignments.

Special Needs

Sonrise Christian Academy does not have the staff nor facilities to meet the needs of all children. Classroom teachers may modify the program to meet the unique learning needs of some children; however there are some needs (physical, learning or behavioural) which cannot be managed by the school due to limited resources. As a result of our private school status Sonrise Christian Academy is not eligible to receive government funding for any testing, supports, or educational assistants. When needs are present parents may use resources such as their family doctor, the county health unit, or a child development centre. Any costs associated with obtaining these services would be the responsibility of the parents. (Parents need to be aware that the earlier the intervention, the more successful will be the remediation. Pre-school intervention is ideal).

Agendas

Each student in Kindergarten through Grade 8 is given an agenda. In the primary grades agendas are used as a communication book between home and school. In the junior and intermediate grades, the agendas are used by students to organize their daily work, keep track of daily homework, responsibilities, and activities that take place outside of the school. Agendas are to go home each evening and be returned to school in the morning. To ensure the effectiveness of the agendas, parents are asked to check the agenda on a nightly basis.

Physical Education

All students from grades 1 to 8 have physical education classes at least twice per week. Outdoor activities will be held on school property, weather permitting. During the winter months and inclement weather students may be transported to a gymnasium facility. Students are asked to ensure they have proper running shoes for all physical education classes.

As an extension of the physical education component of the curriculum the school also participates in skating, swimming and bowling on a monthly basis. All students are expected to participate in each of these activities. All students also participate in the yearly Christian school track and field event.

Extra Curricular Opportunities

- Music and Drama

Students in grades 1 – 8 sing as a member of the Sunrise Praisers. The Praisers perform at various events and churches throughout the school year.

Students may also share their talents at school variety shows known as “Afternoon Lives.” Afternoon Lives occur once a term and all students are invited and encouraged to participate.

- Athletics

Students in grades 4 – 8 have the opportunity to compete in Christian School or public school tournaments. In this age group we may participate in soccer, volleyball, basketball, and three-pitch tournaments.

Chapels

Chapels are held once a week and are a vital part of our weekly schedule. The program is as varied as possible to minister to the needs of all students. Parents are welcome to attend all chapels.

Section 4: Communication

Parent – Teacher Contact

As a parent if you have any questions or concerns we strongly encourage you to talk directly to the teacher. You can leave a message for a teacher any time at the school and the teacher will return your call promptly. Unless it is an emergency or immediate concern we ask that you respect the personal lives of the teaching staff and refrain from calling them at home.

Newsletters

Every Wednesday a newsletter is sent home to the oldest/only child in each family. The purpose is to keep parents informed of special activities, upcoming events, homework and general information of the school. Please read the weekly memo carefully. The memo is also available through email by contacting the office and a slightly edited version is available on the school website.

SCAN

Periodically throughout the year the school publishes the SCAN – “Sonrise Christian Academy News.” It accepts certain advertisements and article submissions. Please watch for the SCAN regularly to keep informed of school news.

Parental Concerns

Within any organization, whether Christian or not, there are times when issues and concerns are experienced. In this regard, Sonrise is no exception. Occasionally, parents get frustrated about something that may have happened in the classroom, or at school, and then wonder whether to express their concerns. Please do. The school is in partnership with the home. Parents have the right to speak up when they have a question or are concerned about a matter that affects their child. In that respect, the parent is the best and the only long-term advocate for that child. Being an advocate for your child means that you want to be well informed about the school, to keep communication channels open, and to be willing to address a perceived problem in a fair and courteous manner. To ensure a fair process that will lead to a quick and peaceful solution, we wish to outline the appropriate action when a difference occurs between parents and teachers about the education of a specific child enrolled in the school.

We believe it is in the best interest of all to follow the guidance of Jesus given in Matthew 18. The following procedures will serve to this end:

1. Acquaint yourself with the problem situation well. Gather the information from your own child to get a clear and fair picture as you perceive it. Avoid an immediate, impulsive, possibly angry response.
2. Discuss the issue discretely with the staff member closest to the issue. Call or meet with that teacher to share your side of the story. Be prepared for a discussion, an alternate version, and an amicable effort to seek a solution. If the problem is accurate, insist on a plan of action for change.
3. Should this fail to reach a satisfactory conclusion, request a meeting to discuss the issue with the principal who will look into the matter promptly.
4. As a measure of last resort, make a request to have the issue presented to the Board at the earliest possible board meeting.

We wish to encourage you to express your concerns. There should be no fear of negative consequences. It is understood that at every level, every reasonable effort will be made to resolve the issue as quickly and effectively as possible.

Section 5: Behavioural Standards

Student Behaviour Expectations

Relationship with God:

- We will speak of God in respectful ways
- We will encourage a close relationship with God in others as well as ourselves through Bible reading, prayer, and sharing

Relationship with those in Authority:

- We will be respectful in our thoughts, words and actions
- We will be obedient to those in authority over us

Relationship with Peers:

- We will be respectful of all other students
- We will address each other properly and not resort to name calling, swearing, or dirty language towards each other
- We will encourage others and ensure that they feel included
- We will respect each other's property and personal belongings

- We will respect each other's privacy and personal space
- We will learn to apologize and seek forgiveness when we have hurt others

Relationship with School Property:

- We will respect school property. This includes furniture, books, equipment and building
- We will report any damage done and volunteer to pay for damages if we are responsible
- We will do our part and be responsible to keep our school and playground clean

Playground Rules and Expectations

- Under no circumstances are students allowed to leave the school grounds without specific permission from a teacher. This includes climbing the fence to retrieve balls.
- Bicycle riding on school grounds during school hours is not permitted
- No snowballs or throwing of snow in any form will be permitted
- No playing on the gravel parking lot in front of the school
- No tag games are allowed in the playground equipment area
- No pushing or shoving, pulling at clothing, pulling off hats or gloves, tackle football or roughhouse play
- The stones are to stay on the ground and not be picked up or thrown

Discipline

Teaching, Training, Discipling, and Accountability

It is our desire that, through discipline, students will be encouraged to follow obediently the way of our Lord Jesus Christ. We feel this goal is met when a student is able to have an attitude of obedience to the commandments of the Lord. This will yield both spiritual and practical rewards.

Sonrise maintains standards of behaviour in the classroom and on the playground with an attitude of kindness, Christian love, and a genuine regard for the student.

We believe that a discipline policy must be based on love. The procedures are designed to curb the undesirable tendencies that hinder the learning process. The discipline will not destroy their self-respect, as angry or humiliating punishments do, but it will

encourage them to take their God-given call more seriously. After loving correction, a child will feel better about himself and learn self-control and respect for others.

The first two components of our discipline strategy of teaching and training are preventative in nature. The second two components of discipling and accountability are corrective.

1. Teaching

The first component of our discipline policy is in teaching students the standards of behaviour. Students will be taught, “The Student Behaviour” expectations as outlined in the parent handbook and posted around the school. The teaching of proper behaviours, expectations and attitudes are also taught as part of our Bible curriculum, devotions, and weekly chapel messages.

2. Training

The second component is in training. In the first two weeks of school students will be trained in and practice routines and protocol for different situations in the school day. This training includes classroom, hallways, washrooms, and playground expectations.

3. Discipling

When students do step out of the standards of behaviour they will be corrected and discuss their actions with either the teacher or the principal. In the discussion students will be asked to look at the consequences of their actions and how their actions have impacted their classmates, teachers, and the entire school atmosphere. In the discipling process students will also be asked to consider how they can handle the situation differently in the future, and to take the necessary action to seek forgiveness for their actions.

4. Accountability

There is a place where students need to be accountable for their actions and parents need to be informed in order to reinforce the standards of behaviour expected at the school. When inappropriate minor behaviours takes place a student will be issued a “Student Accountability Report.” This report is sent home and needs to be returned to school the next day signed by a parent or guardian. When students have been issued 3 reports within one term they will be assigned a one day in school suspension from 8:30 – 3:45. If a student is assigned a 4th report they will be assigned a 2 day suspension and will be required to attend a meeting with their parents and the principal before returning to class.

The principal maintains the right to issue an automatic 1 to 3 day suspension at any time if the behaviour exhibited is of a severe nature that it goes beyond a minor discipline offense.

Full dismissal is the final remedy for all disciplinary problems.

The personal activities of any individual directly associated with the Academy, may attract disciplinary action. Any such activity which, in the opinion of the Board, contravenes Biblical principles, poses a threat to the integrity of Christian behaviour or the safety and security of others, will be condemned. Any such activity which jeopardizes the ability of the Academy or its representatives from effectively fulfilling their obligations will be dealt with swiftly and in accordance with school policy. Disciplinary action for such improper activity is at the sole discretion of the Board in due course and may include severing all forms of connection to any of the parties involved.

Bullying Procedures

It is the desire of all associated with Sunrise Christian Academy that all students have the opportunity to learn in an environment that promotes healthy relationships and where all students feel safe enough to take the risks necessary for successful learning. It is with that desire in place that the school has established the following bullying procedures and action plan. The procedures for addressing bullying work in conjunction with the school discipline policy of teaching, training, disciplining, and accountability.

Definition of Bullying:

Bullying is typically a form of repeated, persistent and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying Prevention Action Plan (Teaching, Training):

A. Giving Students and Families A Voice

- ❖ Once a month each class will have a class meeting chaired by the principal in order to express concerns (bullying or otherwise) and present ideas for ways to make our school better.

- ❖ Once a term students will be given a survey to complete to privately report any incidents of bullying in the school

B. Teaching of Students

- ❖ During the months of October, January, and April teachers will take one week of their Bible lessons to address the topic of building healthy relationships. The use of Bible verses, storybooks, multimedia presentations, and role play and discussion will teach and model to students how to treat each other with respect.
- ❖ As a school we will provide and teach Biblical instruction on healthy relationships and character development through morning devotions, memory work, Bible class and chapel assemblies on an ongoing basis.

C. Teaching of Staff

- ❖ On an annual basis teachers will be involved in professional development and discussion regarding bullying. This may take the form of books, on line classes, seminar participation, etc.

Bullying Intervention Action Plan (Discipling and Accountability):

When an incident of bullying is reported or comes to the attention of a teacher, the teacher's first response is to advise the principal. All teachers will then be advised to ensure diligence and consistency in monitoring the situation.

- ❖ The use of school incident reports and accountability reporting system under the school discipline policy will be put in place for specific acts.
- ❖ Parents of all students involved will be contacted.
- ❖ Students will be disciplined by current staff and if deemed necessary will be recommended to receive further support or counseling from other agencies or resources.
- ❖ Full dismissal is the final remedy for all disciplinary problems.

Out of School Learning and Special School Activities

When students attend any school activity such as athletic events, concerts, field trips, or any other competition or special event sponsored by the school they are expected to act responsibly. All school regulations apply to these functions and some may have extra regulations attached. It should be understood by parents that there is always an element of risk during these activities.

Dress Code

It is basically assumed that parents are responsible for the dress of their children. The school also assumes it is logical to expect that students are neatly dressed. Based on the underlying principles of modesty and decorum, the following specific restrictions have been put in place.

For all students:

- We will not allow the wearing of occult items, or any clothing that contains offensive or questionable wording or pictures or promotes anti-Christian values.
- Articles of clothing are not to promote drugs, alcohol, violence or discrimination.
- Clothing with holes, tears or inappropriate patches will not be allowed.
- Midriff baring tops, halter tops, tube tops, spaghetti strap tops or see-through material are not acceptable for a school or school environment.
- Pants should not be worn much lower than the waist and no writing must be across the buttocks as not to draw any inappropriate attention.
- Undergarments must not be in sight.
- Skirts, shorts, dresses and skorts must be mid-thigh, which is considered an appropriate length. (Test: when standing, finger tips should not touch skin on thigh.)
- Hats must not be worn, by either boys or girls, inside the school.
- For reasons of safety, jewelry may be required to be removed for physical education classes and other special activities.
- Shoes are to be worn at all times

It is up to the main teacher in the classroom to make decisions regarding compliance with the dress code, and to bring concerns to the attention of the parent(s) of the student involved, with assistance from the principal if required.

Makeup and Jewellery

Makeup is not permitted at school. Although jewellery is permitted at school, students may be asked to remove it for safety purposes during physical activities. Anything worn should be discrete and close fitting to avoid the possibility of injury to one's self or others. As with clothing, no symbols that refer to anti-Christian values are permitted.

Weapons

Whether real or imitation, pocket knives, guns, weapons and toys of violence are not permitted at school.

Section 6: Daily Scheduling and Attendance

School Day Schedule

The school follows a balanced school day schedule on Monday, Wednesday, Friday.

Morning entry:	8:45 a.m.
Starting time:	8:50 a.m.
First Lunch:	10:40 a.m. – 11:20 a.m.
Second Lunch:	1:00 p.m. - 1:40 p.m.
Dismissal:	3:30 p.m.

Tuesday and Thursday the schedule is:

Snack:	10:25 a.m. – 10:45 a.m.
Lunch:	12:00 p.m. – 12:50 p.m.

Absence and Sickness

If your child will be late or absent for the day, please notify the school before 8:45 a.m. This procedure will assure the safety of your child. To be sure the child is at home, the office will attempt to contact the parents if no call was received.

If parents wish to take children out of school for vacations or any other occasion they are responsible to ensure that:

- The office personnel and classroom teacher are notified in writing well in advance.
- All missed work assignments are completed.

Morning Arrival at School

Morning supervision begins at 8:30. All students are expected to be at school by 8:45 to be prepared for a prompt 8:50 start time. Students are not to enter the building early without a teacher's permission. In cases of inclement weather, students will be allowed to enter the school early. When the whistle blows at 8:45, students are to line up for orderly entry to the school.

Late Arrival

Prompt arrival by all students at school is necessary to ensure a good start to the school day. Students should be at school by the morning 8:45 whistle. Any student not in their classroom by 8:50 is considered late and will be required to sign in at the office. Students in Junior Kindergarten to grade 8 will need to be signed in by a parent or guardian at the office. Families with repeated unexcused lates will be contacted by the principal to address the situation.

Early Dismissal

The office must be informed if students require early dismissal for any reason. If parents need to pick up a child because of a last-minute appointment we ask that you please call the school in advance. Parents should avoid "showing up" to take a child early unless for a family emergency. If a student becomes ill or is seriously injured during the day, the parent will be informed. Each student leaving early is required to have a parent or guardian sign them out.

Daily Pick-up

Dismissal at the end of the day is not considered an extra recess and therefore students will be required to wait outside in a designated area in order that they are ready for pick up as their parent arrives. As long as students are on school property they need to follow the behavioural expectations of the school.

Inclement Weather

In the expectation of inclement weather, parents are asked to tune their radios to one of the following Belleville radio stations between 7:00 am. and 9:00 am. for an advisory of school closure:

CJBQ 800 AM
MIX 97.1 FM
Classics 95.5 FM
UCB 102.3 FM

Parents will also be contacted via the directory phone chain. Failing such an advisory, parents may presume that classes will be held as usual. Similarly, should it be necessary to dismiss classes early for any reason, parents will be notified by the office secretary. Children will not be released until each parent has been notified. If you anticipate such an early closing, please contact the school as early as possible.

Section 7: Health and Safety

Allergies

Please advise the principal immediately of any allergies and accommodations will be made accordingly.

Banned Substances

Alcoholic beverages, illegal drugs, drug paraphernalia, banned substances or smoking materials of any kind are not permitted on school property.

Emergency Evacuation

In the event of an emergency evacuation of the school, Sonrise has arranged with the Prince Edward - Hastings School Board to take refuge in Gym 'C' of Prince Edward Collegiate Institute (PECI), directly across Johnson Street. A procedure is in place which involves a telephone campaign to notify parents of the situation and for the retrieval of their children. That procedure is explained on the reverse of the Academy's parent directory. We ask that you keep it accessible and familiarize yourself with it. If for any reason that PECI is not available as an evacuation point The Salvation Army Community Church or the Royal Canadian Legion Picton Branch are alternative evacuation points.

Extreme Temperatures

During the winter we do have times of extreme cold temperatures. We ask that you please ensure your children come to school dressed warmly, being able to cover all exposed skin: insulated boots, winter weight coats, mittens, hats, and neck warmers.

The school will reduce the amount of time children spend outdoors when the temperature is -20 degrees Celsius or colder (with or without the wind chill). We will keep children indoors when the temperature is -25 degrees Celsius or colder (with or without wind chill).

Some medical conditions may increase sensitivity to cold for some students; parents should inform the teacher if this is the case. Teachers will allow indoor breaks if children say they are feeling cold or during extreme temperatures.

Fire Drills

Ontario regulations require that all schools have at least six fire drills each year. Fire drills may take place with full school warning, with limited warning or with no warning. Local fire officials conduct random checks as to compliance with fire regulations.

Head Lice

Students will be checked periodically for head lice. Should a child be found to have head lice, he or she will be segregated and sent home as soon as possible. The child is to be treated at home and rechecked by the school staff before being admitted back into the classroom.

Medication

Children requiring medication for illness must keep those medicines at the office. No medication is to be administered while under the charge of school authorities without staff supervision and parental permission. These procedures must be prearranged through the principal.

Parent/ Volunteer Police Checks

All custodial parents and volunteers need to have an Ontario Provincial Police Check as well as a Vulnerable Sector Check completed every 3 years. The paperwork is available from the school office but needs to be taken into the police department by the individual. Any parent or person wanting to drive or volunteer on a school excursion will need to have one completed before being allowed to attend.

Sickness

Students experiencing any form of sickness which may be spread to others are to be kept home until their condition improves and there is no chance of spreading the illness to others. Not only can students not work well when they are sick, but they may spread the illness to teachers and students. When a child is kept home, the parent is asked to advise the school office of the situation so that the teacher may be kept informed. School work may be sent home if necessary.

It is sometimes difficult as a parent to decide when to keep a child at home or when to send them to school. It is difficult to give exact criteria because each child and each illness is different. However, listed below are some general guidelines to help in the decision making process. If you are still uncertain you can contact your local doctor or the Health Unit.

1. Child should be fever free for 24 hours. A child should be fever free without the assistance of medication for 24 hours before returning to school.

2. A child should be free of vomiting/diarrhea for 24 hours before returning to school. A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and may still be contagious to other children.

3. A child with thick or constant nasal discharge should remain home. Very few younger children can effectively blow their noses and wash their hands afterwards. A child with the above symptoms may quickly spread the illness to other children.

4. A child diagnosed with strept throat/scarlet fever should remain home for the first 24 hours of antibiotic treatment. A child remains contagious until he/she has been on antibiotics for 24 hours.

5. A child diagnosed with conjunctivitis (pink eye) may attend school after 24 hours of treatment. There should also not be any drainage from the eyes.

Student Safety

Personal safety is our first and foremost concern. Sonrise has adopted a zero tolerance policy toward abuse or violence, and particularly sexual abuse. Accusations will be dealt with swiftly and seriously. When it is deemed appropriate, police and other authorities will be contacted. Provincial laws require professionals who are in the care of children on a regular basis to be observant of behavioural patterns which may indicate the presence of an environment of abuse or neglect. Such suspicions must be reported to those authorities having jurisdiction.

Personal security is important to everyone. If parents have special needs concerning the security of their child(ren), they should be addressed to the principal at the earliest possible opportunity. Communication with school staff is critical so parents are encouraged to keep those lines open.

Volunteers

All volunteers are required to fill in an application form, read the information sheet for volunteers and sign the Commitment to Care form. As a precaution, it has become policy of Sonrise that any adult working with children, where the child would be in the direct care of that person, must submit and be cleared by a confidential criminal check through the Ontario Provincial Police as well as a Vulnerable Sector Check. Police checks are available free of charge for volunteers and the office secretary will assist you in the process.

Section 8: Miscellaneous

Bicycles

For safety reasons, students travelling on bikes must adhere to the provincial road laws. Bicycle helmets are needed as they are required by law. Students riding their bicycles are required to walk beside their bicycles once they are on school property.

Computer Use

Students are to use school computers for educational purposes only and only under the direction and supervision of a teacher. Students are only to access Internet sites approved by their teacher and are responsible to follow the school's Acceptable Use Policy at all times.

Electronic Devices

Any electronic device such as mp3's, iPods, Gameboys, cellular telephones hinder the social interaction of students and are a distraction, and are therefore not permitted to be worn or used on school property or during school trips. Digital cameras may be used on field trips; however a student requires teacher permission before using a camera during the school day.

Games/Toys/Balls

Students who bring any games/toys/ balls/ equipment will be responsible for their safekeeping. The school is not responsible for lost or stolen articles. Please label all articles, as unmarked items will become the property of the school.

Hot Lunches

Each Friday, a different hot lunch is offered by parent volunteers. Please check monthly calendars for the menu. There is a basic charge for this each week and orders should be paid for and placed with the school secretary in advance. Families have the option of setting up a lunch account at the office, and avoid having to send money in on a weekly basis.

Library Use

Our library is run by a dedicated volunteer. In order to make our library operate more efficiently and effectively, please ensure that students return books promptly. If you have lightly used current books at home please consider a donation to our school library. Library books are to remain at school (occasionally a student may be granted permission to take a book home if it is required for a homework project or assignment.)

Lunches

Since we are on a balanced school day schedule parents are asked to provide lunches suitable for eating at two lunch periods. All students are required to eat lunch in their own classrooms.

- To ensure a continually safe classroom, we ask that no glass containers be included with lunches.
- Microwave use is available for students in grades 1 to 8. Microwave use should be used for warming food up only and not for cooking food. Students may not use the microwave for microwave popcorn bags.

Litter Free Lunches

In order to be environmentally and financially responsible we ask that as much as possible you pack and plan litter free lunches. Whenever possible we ask that you pack lunches in plastic containers that can be taken home and reused again.

Personal Changes

Parents are asked to contact the school office should their personal information change at any time during the year to ensure that our records are up to date.

At times in our lives unfortunate circumstances cause difficulties in so many areas, often with a direct affect on our children. Parents who experience any significant change in their personal situations are encouraged to meet with the principal to keep her informed. All information of a personal nature is kept in strict confidence.

Use of Telephones

Students will not be allowed to use the school telephone unless their business is urgent. All requests will be evaluated by the secretary/teacher. Students are not allowed to make calls to bring a friend home or to go home with a friend. Matters of this nature must be cleared with the parents the night before.

Section 9: Part-Time Home School Information

Admissions

- Interview process and admissions interview with the principal are required before enrolment
- Families must sign that they have read the Parent Handbook and sign the Statement of Faith and Statement of Core Family Values before children will be admitted
- Students are required to have the proper immunization as required from the Health Unit.
- If students are enrolling from a previous school we will be requesting their OSR.
- It is the parents' responsibility to inform the local school board in writing of their intent to homeschool their children. (A sample form is available from the Ministry of Educations' website at <http://www.edu.gov.on.ca/extra/eng/ppm/131.html>)

Tuition

- All prices include resources for the classes (some additional school supplies may be required to be purchased)
- Tuition rates are reviewed annually and are therefore subject to change annually.
- Tuition fees are designed to be affordable (especially in comparison to private tutoring or lessons)
- We accept 1st of the month, post-dated cheques for monthly payments over 10 or 12 months.
- Parents have the option of participating in the gift card TRIP program.(Tuition Reduction Incentive Program)

Program

- Classes are held Tuesday and Thursday afternoon classes for children in grades 1 to 8 from 12:50 pm to 3:30 pm.
- Students join our full time students and receive instruction in French, Music, Art and Physical Education. Over the course of the two days in a week students will receive one instruction period in music and art and 2 instruction periods in French and Physical Education.

- Homeschool students are invited to participate in the school wide speech competition, and science fair as an extension of the homeschool curriculum.
- Homeschool students are invited to join the entire school and individual classes in extracurricular activities. This may include but is not exclusive to skating, bowling, swimming, cross country and track and field.
- In the junior and intermediate grades homeschool students are welcome to try out and join our sports teams.
- As an extension of the music program students are invited and encouraged to participate in school musical performances.

Field Trips:

- For field trips we are unable to guarantee that we will be able to provide transportation. Full time students will be given priority. Parents may need to provide their own transportation for their children.
- Once a student enters grade 8 any trips and activities pertaining to grade 8 graduation or the annual graduation trip are for full time students only.

Reporting

- We will provide letters to parents each term on the progress of the students work including subject marks (formal report cards are not provided)
- Certificates will be awarded at the completion of the course at our Year- End School Graduation and Celebration.

Family Participation

- Homeschool families are encouraged to participate in school gift card program and fundraising activities.
- Parents are asked to attend fall and winter parent meetings.
- Families are encouraged and invited to participate in all activities involving the life of the school.
- Families will receive weekly newsletters.

First Week of Classes

In order to help students socialize and learn the routines and behaviour expectations of the school all part time students are asked to attend full days for the first three day of classes in September.

Section 10: Omissions and Disclaimers

Personal Belongings

The staff of Sonrise Christian Academy reserve the right to search student bags, desks and personal belongings without prior notice.

Errors & Omissions

Please advise the principal or school secretary of any known errors or omissions found in this handbook or other literature produced for the Academy. Corrections will be made as soon as it is practical to do so.

Policy Changes

The board of Sonrise reserves the right to make changes to policy for the betterment of the Academy and all those associated with it. Significant changes to this handbook, policies, procedures, fees, tuition, and personnel associated with Sonrise, will be made known by way of the SCAN, newsletters or direct mailings, if warranted.

Non-compliance

Non-compliance on the part of staff, parents or board members to enforce policies, does not imply acceptance or modification to those policies. Correction or compliance to a policy infringement is expected as soon as that error or omission is known.

Annual Review

The board conducts an annual review of policies and procedures. When amendments are made which affect information in this handbook, parents will be provided with a written copy of those changes. We recommend those changes be placed at this location and indicate within the text that those amendments exist. Reprints will be made when it is practical to do so.