

# Parent & Student Handbook ECS to Gr. 9

**Includes Society Information** 

2022



#### Welcome!



Lacombe Christian School has been in operation for over 75 years! We welcome you to the LCS family, and wish you a successful year in which each one of us may grow in understanding the truths contained within God's Word and Creation.

God has commanded us (parents) to instruct you (students) in the way that He wants you to go (Proverbs 22:6). Since God reveals Himself in the Bible and in all of Creation, it becomes the task of the Christian school to integrate these two revelations of God's will into a meaningful unity. You, an image-bearer of God, have been created to be Spirit-filled disciples of Christ. Learning is centred around Biblical values. Only in a Christian school are we privileged to teach the special revelation found in the Bible. This is our God-given responsibility. We hope that the education offered at LCS will help you to raise signposts of God's Kingdom in this world and that it will equip you to serve God and your neighbour, as Christ expects from each of us.

## Table of Contents:

Introduction to LCS	4 - 6
Admissions Process & Tuition Information	7 - 8
School Rules & Procedures, & General LCS Info	9 - 10
LCS Curriculum	11 - 12
Junior High Complementary Courses	13
Grading & Report Cards	13
Purpose & Goals of LCS	14 - 15
ECS (Kindergarten) Handbook Section	17 - 24
The Lacombe Christian School Society package	25 - 30

East Campus (P-2)

West Campus (3-9)



Librarian



Mrs. Heather VanderPlaat

## **Contact Information:**

5206 - 58 Street, Lacombe, AB T4L 1G9 Phone: 403-782-6531; email: office@lacs.ca

Principal	Mr. Martin Folkerts
Vice Principal	Mrs. Connie deBoon
Vice Principal	Mr. Tim Van Doesburg
Gr. 4 to 6 Division Head	Mrs. JennaRae Sauvé
Business Administrator	Mr. Jack Oudman
Development Officer	Mrs. Alison Niemeijer
Secretary	Mrs. Fiona Prins

3

## An Introduction to LCS:





We believe that children are gifts from God. We believe that when children feel safe, respected, encouraged and loved, they will thrive. Our aim is to help children understand how precious they are as children of God and we'll do that through: stories, songs, crafts and playtime that will also meet their developmental needs.

Lacombe Christian Playschool offers a transitional experience that extends the home and early childhood programs into the elementary school. As such, it provides a flexible program that considers the developmental stages of children as well as their individual differences.

We believe true education is the harmonious development of the whole being. Therefore, the areas of spiritual, physical, intellectual, cultural, emotional, and social development become an integral part of the learning environment. Learning is a complex process that includes thinking, doing, modeling and speaking; it is optimal when children are provided with the opportunity to engage in these activities in a safe and creative environment. This type of learning environment enhances a child's self-concept and creates a joy of learning.

We believe play is a central and necessary part of a child's development. Play is a major avenue for learning and provides a natural opportunity for young children to add to their knowledge, learn new skills and practice familiar ones. Play provides situations where the child observes, discovers, reasons, and solves problems. Play also brings together physical and intellectual abilities, emotional health, spiritual awareness, creativity, and the ability to get along well with others.

Lacombe Christian Playschool has been formed to meet the social, physical, intellectual, cultural, emotional, and spiritual needs of four year old children. Lacombe Christian Playschool will operate under the direction of a certified early childhood teacher who will plan age-appropriate activities through centers and play activities. The teacher will demonstrate the use and procedures for play. Activities and centers will be based on the specific needs of the group and developmental level. These activities will include gross motor skills, activities to stimulate appropriate social interaction, fine arts activities to develop creativity, exploration activities to stimulate curiosity in learning, and use of stories and media to meet spiritual and emotional learning. All activities are designed to be appropriate to the age and needs of preschool children, focusing on "hands on" and interactive method of learning.

Some examples of how Lacombe Christian Playschool will meet the physical, social, intellectual, creative, and emotional needs of the children will include:

- Physical: small motor activities during play and art projects, use of games and play in the gymnasium
- Social: Sharing opportunities and encouraging group play
- Intellectual: Through story, activity centers, problem solving
- Creative: Through play, art, music expression, dramatic play
- Emotional: fostering a safe, loving, and caring environment, encouraging students to do their best in all activities and treat one another with love and respect

## ECS (Kindergarten):

ECS in a Christian environment is a very important and necessary step in the life of every child. It is designed to prepare children to begin academic learning in the light of God's Word and to help children adapt to the school routine in a Christian atmosphere. We desire it to be a happy experience, as we believe children do better in school if they begin with an enthusiasm for learning and a desire to act as a child of God.

Kindergarten students attend school on our East Campus, full days on either a Monday/Wednesday or Tuesday/Thursday combination. The ECS program will strives to achieve a balance between the informal nurturing of the home and the more formalized teaching of the school.

## Elementary (Grades 1 to 6):

Our Elementary Division include Bible, Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Art, and Music. Grades 1, 2 & 3 classes are located in the East Campus, and Grades 4 to 6 are on the West Campus.

## Junior High (Grades 7 to 9):

The Junior High Division (Gr. 7 to 9) include Bible, Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, and Digital Citizenship. We also offer our Junior High students complementary Options Classes, which include: Art I, Art II, Digital Media Studies, Foods, Music - Choir, Personal Fitness and Recreation, Robotics, Woodworking, and Scale Modeling. Our Junior High students attend classes on the West Campus.

Junior High students also have the opportunity to participate in a number of inter-school sports. Our Junior High Extra-curricular Sabres Athletic Program includes: Cross Country Running, Volleyball, Basketball, Badminton, Track & Field, and Hockey. Participation in Sports encourages self-esteem, social skills, and helps students gain confidence to excel in other areas.



#### Athletics: You can feel the excitement and the encouragement in the air when our students gather to play sports!



Physical Education promotes bodily development and renewal, as well as a means to maintain physical fitness that can aid in responsible service to the Lord.

Our Phys. Ed. program for Kindergarten to Grade 9 students includes instruction for honing skills, as well as participation in games to develop physical fitness, emotional well-being, and fundamentals of a healthy lifestyle. Our curriculum sports include (but are not limited to): Cross Country Running, Volleyball, Floor Hockey, Basketball, Badminton, Track & Field, and Swimming.

#### Extra-Curricular Activities:

Extra-curricular activities allow students to experience opportunities that encourage their God-given talents and abilities outside the classroom. These activities also aid in the development of several key areas: character, patience, work ethic, team spirit, Christian leadership, competition, humility, and

sportsmanship; and therefore, the extra-curricular activities at LCS are seen as a vital extension of the curriculum.

#### Currently, our extra-curricular activities include:

Student Council (Junior High)

Family Ski Nights at Canyon Ski Hill

Hockey Program for Kindergarten to Grade 9 students.

Junior High Intramural Sports Program

Junior High Praise Team (for school assemblies)

Junior High Cross Country Team

Junior High Volleyball Team

Junior High Basketball

Junior High Badminton

Junior High Track & Field



Our school calendar gets updated frequently. We strongly recommend that you add our calendar to your mobile device for up-to-date access on the go!

#### Communication:

This is your school and we covet our families to be involved and informed. We strive to have clear and concise communication to you, our LCS families.

We communicate regularly (weekly or bi-weekly) via email. We will also send you a quarterly 'traditional' newsletter to share pictures and other relevant information with you. You will receive this newsletter in September, December, March, and June.

#### Fine Arts Month:

Fine Arts is an important part of our children's education. Students learn that worshiping God is about celebrating who God is, what God has done and is doing, and what God has created. We study and participate in art throughout the year as part of our curriculum. Additionally, we have our own kiln here at LCS, and during the school year classes participate in clay projects as an added part of the curriculum.

Every February we celebrate Fine Arts Month. We take time to look and wonder; and create opportunities to see the beauty, delicacy, oddity, and miracle in everyday things. We have a number of activities happening during Fine Arts Month, as we celebrate in a time of learning, creating, exploring and giving praise to our Lord through Fine Art & Music!

As a conclusion to the month, we host a Fine Arts Night, where all families are invited to tour the West Campus for an entertaining evening of Art, Drama, Music & delicious refreshments.

## **Buddy Groups:**

This year our School Theme is "Thankfulness" based on 1 Thess 5:16-18.

As we explore this theme, we will be continuing our growth as "Spirit-filled Disciples of Christ, and responsible, discerning citizens in society." As we study and grow, may God receive all the glory. May we continue to be living examples of His grace in our daily walk.

Every grade in LCS is paired up with another class to mentor one another in a program we call Buddy Groups. Our Buddy Groups get together regularly to spend quality time together—learning, worship and devotions, crafting, reading, and outside play. By pairing up younger grades with older grades, each student is reminded of the value of mentorship and fellowship with each other.

## Hot Lunch:

Every month we offer a Hot Lunch Option for our students. Each child may choose to order all or just some of the Hot Lunch choices offered, and you pay only for what meals you order. Some examples of past menus included: Pizza, Burgers, Taco Salad, Sub Sandwiches, Chicken burgers. In addition to the excitement of Hot Lunch Days, the above mentioned Buddy Groups enjoy eating their lunches together.



## Spiritual Growth:



At LCS, the Word of God is emphasized. We believe Christian Education to be an extension of the home and church, where Alberta Educations' Curriculum is taught with a Biblical perspective. Since we are a parent-governed school, both students and parents grow in their faith. We trust that through our association we may grow in understanding the truths contained in God's Word and in His creation and prepare our children for a life of service in the Kingdom of God.

In the area of Spiritual Growth, we at LCS:

- Host regular assemblies in each division for worship and devotion to our Lord.
- Build Christian foundations in our children, to be responsible, discerning citizens in society.
- Offer Christian guidance to our families.
- Participate in Service Projects (in community & abroad).
- Host regular "Buddy Group" sessions, where students contribute to each others' Spiritual Growth in a small group setting led by our teachers.

#### Field Trips:

Opportunities to study outside of the classroom are valued, and the primary purpose of a field trip is to provide an enriched learning connection. These opportunities are great learning tools, and have notable benefits including enhancing critical-thinking.

From Kindergarten to Grade 9, students are exposed to these different Field Trip events.

Some examples of our ongoing field trips. Grade 6 Camp, Sunnybrook Farm, Reynolds Museum, Farm tours, Safety City, Grade 6 students visit the Alberta Legislative Building in Edmonton annually, and Grade 9 students enjoy a 2-day excursion to various areas within Central Alberta, to include a theatrical production or similar.



#### Service Projects:

Our Vision Statement includes the promise to "nurture and educate children to Spirit-filled disciples of Christ, and responsible, discerning citizens in society.". We incorporate many opportunities to encourage growth in this area.

Some examples of annual Service Projects include: recycling, annual Mini Mall (raising funds for local and global causes), Junior High students volunteer for childcare at a local church, annual school yard and neighborhood garbage cleanup, maintaining a section of Highway 2A between Lacombe and Blackfalds, Christmas Service Projects which include: collecting toques, mitts & socks for Loaves and Fishes in Red Deer, Bake Sale for World Vision, Movie Fundraiser for the Mustard Seed in Edmonton.

## Annual Society Meeting:

Our Annual Society Meeting is held in May. Attendance of all parents and society members is encouraged. The purpose of this meeting is to keep members informed of school operation procedures, approve budgets, and elect new Board members, Remember, this meeting is designed to involve you in the decision making process.

#### Bussing:

Our tuition includes transportation for your child(ren). As a private school, LCS does not receive any transportation government funding and is solely responsible for the transportation of our students to school. In an effort to keep our transportation costs down (which directly impacts tuition costs), we utilize both the Wolf Creek Transportation system and we contract Prairie Bus Lines to meet our needs in the most efficient way possible.

#### Peanut Free School:

We are a Peanut Free school, and this applies to **both** campuses. Please do not send peanuts, peanut butter, or peanut products with your child.

## <u>Online Calendar:</u>

You can access our school calendar on our website: www.lacs.ca. This calendar gets updated frequently, and we strongly recommend that you add our calendar to your mobile device for up-to-date access on the go!

Here are directions to add this calendar to your mobile device:

- 1. Go to www.lacs.ca and scroll down to the calendar.
- 2. See the bottom right corner of the calendar, and click on the + sign.
- 3. This will take you into your Google calendar, and you need to add LCS Public Web.
- 4. If you have an iPhone, you must now go into your settings and "enable Google calendar".

## Admissions Process:



We offer a welcoming and practical application process.

Enrollment of children is open to all parents who are in accord with the character of the school, as it is outlined below. We encourage interested families to call or stop in at the school to arrange a tour of our facilities, as well as pick up an Information Package, which includes this Parent and Student Handbook.

#### We declare that:

- 1. The Lacombe Christian School exists to educate primarily the children of Christian parents.
- 2. Admission is available to all students of parents who agree with the aim and purpose of the school. (see below)
- 3. No child shall, on the grounds of race, color, gender or national origin be excluded from admission to Lacombe Christian School.
- 4. The Board may limit enrollment.



## Aim and Purpose of Lacombe Christian School:

- 1. To have our children taught in a school that acknowledges the rule of God in all areas of life including education and the fields of knowledge.
- 2. To prepare the student as an image-bearer of God for meaningful participation in society.
- 3. To make the student see his life-task in the context of the Kingdom of Jesus Christ.
- 4. To show the student the way to total commitment and surrender to Christ.
- 5. To guide the student in understanding the radical consequences of such a commitment, affecting all areas and relationships of life.
- 6. To work (complement/partner) with the home and church in bringing up the children entrusted to us.

## Step 1: Application Process:

Your completed Student Application Form can be dropped off at the school office or sent in by email, mail, or fax. Please note that a copy of the prospective students' birth certificates must be included with the application. You will receive a follow-up phone call from our office upon receipt of your application.

## Step 2: the Interview Process:

In order to ensure harmony between what is taught at home and school, all parents who wish to enroll their children at LCS will be visited by two members of the Board, as well as a visit with our Principal. Normally, both parents should be present at the Board visit and the Principal meeting. Parents will be expected to demonstrate a lifestyle that will be reflective of their beliefs of the Word of God and the principles and educational creed of the school.

Once the interview process is complete, a Board member will contact the family as quickly as possible to advise of their decision.

## Step 3: Orientation for ECS (if applicable):

To introduce new parents to the school society, an orientation session will be presented in May to parents and children who are registered for the ECS program.

The following topics are included:

A. What is Christian Education - basic philosophy

- B. The Practice of Christian Education curriculum and administration
- C. The Operation of LCS local history and support agencies
- D. Philosophy and Practice of the ECS Program



## **Tuition Information:**



Compare the *cost* of a Christian Education to the *value* of a Christian Education. It is not a 'cost' but an investment.

Investing in quality Christian Education will enable your child to reap the reward of this stable foundation many times over throughout their life.

Government funding for independent schools in Alberta covers only a part of the school's operating costs, hence the charging of tuition.

Transportation costs are included in tuition.

All fees include the \$100 Membership Fee for the Lacombe Christian School Society.

YOU WILL RECEIVE THE CURRENT TUITION RATES WITH YOUR REGISTRATION & TUITION FORMS.

#### **WAYS TO PAY TUITION:**

- We encourage you to use EFT for automatic transfers.
- E-Transfers are also accepted. The email for this is: <a href="mailto:business@lacs.ca">business@lacs.ca</a>
- DEBIT & CREDIT CARD payments are accepted in person at the office.

  Please note: for tuition payments on credit cards, there will be a 3% fee added at the point of sale.

We offer a Tuition Relief program for families with children in Kindergarten to Grade 9, for temporary assistance for those families who are unable to meet the full cost of Christian Education.

<u>If applicable</u> to your family, you can complete the Tuition Relief form included in your package, and return it to the office along with your Student Registration Form.

## **LCS Tuition Policy**

- Lacombe Christian School is a parent governed Christian School. It is the obligation of
  parents sending children to the school to pay the school tuition. This is essential for good
  management of the budget which has very little leeway. The Board of directors of the Lacombe Christian School Society shall be responsible for the collecting of tuition in a sensitive manner.
- 2. Tuition fees are payable as pledged in the parent signed tuition schedule returned by the deadline date set annually by the school Board for the upcoming school year. If the form Is not received by the deadline a follow-up telephone call will be made as a reminder.
- 3. It is the responsibility of parents/guardians to inform the Board if they are experiencing genuine financial difficulties. Parents/guardians are first of all responsible for the full tuition. If unable to meet this cost they must attempt to get financial assistance from the community (family, church, friends, bank, etc.)
- 4. All payments received will be applied in the following order:
  - 4.1 Membership dues
  - 4.2 Tuition arrears
  - 4.3 Current tuition fees
- 5. In the event that a family does not have their tuition paid in full by the last day of the

current school year, they forfeit the privilege to have their children automatically enrolled for the following school year. If they wish to enroll their children for the following school year, they are required to re-submit an enrollment application by the appropriate date and initiate a physical meeting with the school board or its representatives.

6. Tuition in arrears are to be dealt with regularly by the Board. Accounts in arrears may be written off with Board approval.



## School Rules and Procedures



If each of us would follow the basic guidelines, there would be no need for a list of rules. The basic guideline is positive: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength," and "Love your neighbour as yourself." (Mark 12:30, 31 N.I.V.). But since we all fall short of this, here are some standards that all students at L.C.S. are expected to observe (see also Discipline Policy):

**Be Respectful** - This is the divine standard for your relation to each teacher and staff member. Persons who have authority over you need to be respected and listened to.

**Be Courteous** - You don't have to be pushy or grabby or rude. Courtesy and a display of good manners is really just Christian love in practical relations with others.

**Be Honest** - Don't cheat or steal. That also means don't borrow things without permission, don't leave the library without signing out that book, don't try practical jokes that really inconvenience people or deprive them of possessions.

**Take Care of the School** - The school facility is a loan to us from the Lord. You can keep it a pleasant place by exercising good stewardship. Littering, splattering fruit juice on floors and walls, marking or breaking furniture or any such behaviour of course does not demonstrate a good sense of stewardship.

**And Do Study** - That's a big part of what school is all about! If God's will for this year of your life is schoolwork, and if you care about Him, then be serious about learning.

**Outside School** - Out-of-school conduct of students is primarily the responsibility of their parents and the students. The school does not make rules for that part of your life. However, every student attending Lacombe Christian School is expected to conduct her/himself in a manner that will bring honour to Jesus Christ and the school. Any conduct in or out of school, which brings dishonour to Christ's name and disrespect to the school may be cause for expulsion (Ephesians 4:17 - 5:20).

#### Staff

Teachers at Lacombe Christian School are hired by the Board after careful appraisal of their academic qualifications and their Christian commitment. All teachers at L.C.S. are fully certified in the Province of Alberta.

#### Volunteers

We are a parent-led school that is strengthened by the active participation of our parents. As a parent, you are welcome in our classrooms, on our committees, and at all of our special events...This school belongs to you! Parents are expected to share their skills, talents, gifts, and experiences in serving the LCS community where they are best able. It is the partnership between our parents and the school that is one of our greatest strengths, and also one of our greatest privileges. A volunteer opportunities form will be included in your September package.

#### <u>Telephone</u>

Students who need to use the telephone may do so during breaks. If a call needs to be made during class time, the student requires permission from the classroom teacher. They may then use the phone (situated in the office). Parents who wish to contact a student during the school day will be asked to leave a message with the secretary who will deliver it to the student. Teachers are available from 8:30 to 8:45 AM and from 3:40 to 4:00 PM, as well as during recess and noon hour.

#### Attendance

Good attendance plays an important role in good achievement. Absences create extra inconveniences for students and teachers alike. Even when assignments are given to make up for lost time and notes are copied from other students, there is no replacement for having missed the full classroom explanation and discussion. While it is understandable that some absences must occur, due to illness and emergencies, it is also true that many absences could be avoided. Try to schedule family trips during the holidays, dentist appointments after school hours, etc. If an absence should occur, please phone the school between 8:30 and 9:00 AM indicating the reason for your child's absence. Teachers can then be notified and alternate arrangements for assignments can be made. This is especially significant for junior high students.

#### **COVID - 19**

#### From Mandatory Health Measures to Health Best Practices

All students, staff, teachers and visitors are required to follow health measures mandated by the Chief Medical Officer of Health and/or measures implemented by an Alberta Health Services (AHS) Zone Medical Officer of Health.

Parents/guardians play an essential role in the safety of students and staff as they support actions in the home, such as keeping children/students home when sick and encouraging hand washing that ultimately keep other children, students and staff safe. Anyone sick with symptoms of COVID-19 or any respiratory virus needs to stay home until they are well.

To monitor your children daily for COVID-19 symptoms, continue to refer to the daily health assessment at:

## Alberta Health Daily Checklist found on our website: www.lacs.ca OR alberta.ca

Routine measures to reduce the risk of transmission of COVID-19 and other respiratory illnesses will continue. That includes promoting and facilitating hand hygiene and respiratory etiquette, staying home when sick, maintaining ventilation and ensuring regular cleaning and disinfecting of high traffic/touch areas. More information on Alberta Health guidance can be found at:

AHS will continue to manage outbreaks of respiratory illness in school settings, similar to the management of influenza or influenza-like illness. Additional measures may be considered or recommended if a school experiences a COVID-19 outbreak.

#### Emergency School Closures



If Wolf Creek Public Schools are closed due to weather conditions, then LCS will also be closed.

In the case of inclement weather conditions of temperature or wind chill, LCS follows the guidelines of the Wolf Creek School Division. An email will be sent to each LCS family before 7:00am announcing the school closure.

Sometimes, in foggy conditions, Wolf Creek will cancel school buses but schools will still be open. If buses do not run due to foggy conditions, school is open and parents drive in only when it is safe to do so. Weather permitting, buses will run in the afternoon. An email will be sent to each LCS family before 7:00am announcing the bus closures.

#### School Nurse

The Lacombe Health Unit (403-782-3218) provides health services including regular visits by a public health nurse, inoculations, eye and ear tests, health records for each student, and various educational presentations to students.

A child feeling or appearing ill in the morning, should <u>not</u> be sent to school. A rash on the body is a cause for concern.

The following chart indicates minimum time of isolation for some of the more common communicable diseases. If in doubt,

consult your physician.

Disease	Incubation Period	Exclude from School		
COVID-19	See latest information	See latest information updates at alberta.ca		
Chicken pox	2-3 weeks	2-3 weeks Infectious up to 5 days after the onset of rash.		
Impetigo	1-3 days	From the time sores appear, until 24 hrs after starting antibiotics.		
Mumps	15-18 days	Up to 9 days after swelling.		
Rubella-German measles	14-21 days	At least 4 days after onset of rash.		
Rubeola-Red measles	6 -21 days	Until 4 days after rash appears.		
Pink eye	24-72 hours	Until after 24 hours of treatment (antibiotics).		
Whooping cough	7-20 days	Infectious from onset of cough until after 5 days of antibiotic treatment,		
		or 3 weeks from start of coughing or coughing stops.		

If students are not kept in isolation for the prescribed number of days, they will be sent home.

#### Fire Drills

Fire drills will be held during the school year. Students must immediately leave the building when the alarm sounds. They will be led by their teachers to the appropriate exit and will line up on the playground in the area designated for their class. Rules and exit routes are posted in each classroom.

#### Financial Information

As a private school, finances for the operation of LCS must come largely from the parents (tuition) and the broader Christian community (donations). Preferred method of payment of tuition is over ten months, on the first of the month, using post-dated cheques or pre-authorized payment (automatic debit). Tuition is based on a per family basis and includes the \$100 family membership fee. Tuition Intention slips are mailed out in May and are also available at the office during the course of the school year. Families with a child in ECS only, will find a suggested donation amount on the Tuition Intention form. Nearly all of the tuition may be deducted for income tax purposes. Early in the calendar year this amount will be determined by the Treasurer and official receipts will be issued. The Board does not want to increase tuition by including capital debt reduction. Instead, an annual debt reduction drive is held to pay off the capital debt.

Donations are always gratefully accepted. Donations are fully tax deductible, and receipts will be issued to all donors at year end. The cost of normal supplies for elementary students is included in the tuition fee. Junior high students must supply their own materials. Basic learning resources, such as textbooks, will be provided free of charge to the students. Special projects may require an additional fee to cover the cost of materials. Extra-curricular sports activities are usually subject to special fees which will also be announced early in the school year.

## **Government Assistance**

Income from government grants is incorporated into the tuition rate structure. Without these grants the rates would be much higher. Government grants are available to all private schools in Alberta which qualify under Section 22 of the School Act. Information concerning the amount received per student may be obtained from the business administrator.

#### Visitors and/or Leaving Grounds

All visitors must check in at the school office upon arrival. All school age visitors will be subject to normal school discipline. Students are not allowed to leave the school grounds during the school day except on school sponsored activities. Parents picking up students during school hours should go to the office to pick them up. **Students may not wait for parents outside**.

#### Clothing and Gym Strip

There is a very definite relationship between good grooming and good behaviour. Students should dress appropriately for school and school sponsored functions, with an emphasis on neatness, cleanliness and modesty, as is becoming to a Christian. The cooperation of all parents, teachers and students will mean having a minimum of rules.

The following is given as a guideline (particularly for our pre-teen and teenage students): While dress need not be formal, it should not be recreation or beach wear casual. Keep it comfortable and appropriate to the school setting. "Short" shorts, halter tops, muscle shirts, bare feet and bare midriffs are <u>not</u> acceptable. Slogans or pictures on tops should not be offensive. Coats and hats are not to be worn inside the building during the school day. Students are advised to wear suitable clothing for the season, i.e. sweaters, etc. during the winter months, lightweight shirts or blouses for the spring and summer months. Students in Grades 4-9 are required to have proper dress for Physical Education: T-shirt, shorts, socks and runners for indoor



## LCS Curriculum (an in-depth look)

responsibility to take up the task God has planned for him/her.

#### Early Childhood Education (Kindergarten)

Kindergarten students attend school full days on Monday/Wednesday or Tuesday/Thursday combinations. Our ECS program will try to achieve a balance between the child and the informal nurturing of the home, and the more formalized teaching of the school. Each child should have the opportunity to develop to his/her fullest potential in every aspect of his/her being, that is, socially, emotionally, physically and spiritually as well as mentally. Thus, the program provides a wide variety of activities. In doing these activities the child will be led to discover the wonderful world God has made, and he/she will learn to live in it with joy, with love towards those he/she comes into contact with, and with a

#### Bible

Within the overall aim of helping children understand the need for and the implications of leading a life of obedience to God and commitment to Christ, several goals have been defined for the Biblical studies program at LCS:

- A. To experience the Biblical narrative as God's revelation of His plan of redemption,
- To practice methods of studying the Bible, and
- C. To give contemporary form to Biblical principles.

C.S.I.'s The Story of God and His People is used in grades one through eight, as well as units developed by PACS.

#### Language Arts

Language is a special gift given to us by God. God, the Word became flesh, created us to image Him by giving us words. It is our responsibility to use the most effective ways of communication. This is the task of the Language Arts program. The Language Arts program includes listening, reading, speaking, writing and viewing. Young children begin to learn these communication skills through a modelling process in the home. This process is continued at school by modelling, teaching and guiding students in their understanding and use of the language.

We recognize that all children are unique with different learning styles and different areas in which they excel. The emphasis in our program is on meeting individual needs through a variety of methods.

#### Mathematics

God as our Creator has given us mathematical ability. We abstract the mathematical aspect from everyday situations. We develop mathematical concepts and theories and we apply our newly developed concepts and theories to new and more complex applications. A principal activity in mathematics is to apply mathematical concepts to the understanding of God's world.

There are several implications for our Christian school classrooms. First, the study of mathematics should be based in reality, arising from real situations. Also, once the students see that a mathematical idea is based in reality, they must learn to extend their understanding and practice such concepts and skills. This often occurs without referring back to the original context. Finally, the students must be shown how their newly learned understanding can be applied in a variety of settings and problems. By studying proper and improper uses of mathematics and by realizing its power as well as its limits, mathematics learning can be education for responsible action.

<u>Science</u>
The study of Science is aimed toward enabling the student to be a better steward of God's creation in daily living. Emphasis is given to man's role as caretaker or steward of creation with a close look at the created inter-relationship between physical things and living beings in the environment. At the junior high level an attempt is made to provide a bridge from elementary science to the more specialized areas of physics, chemistry and biology.

#### Social Studies

The aims of Social Studies are to develop the students' commitment, insight, discernment, awareness, and ability to exercise God-given "response-ability" by learning about:

- The motivating ideas, the 'spirit of the times' (both past & present), and their effects on cultural formation.
- B. The process of cultural formation, man's responsibility to unfold creation communally, and the students' place in the formation of culture as part of the Body of Christ, and
- C. The environment within which cultural formation takes place: physical, social, economic, aesthetic, political, religious, etc.

Good health habits are encouraged through discussion about cleanliness and care, foods and nutrition, work, play, sleep and rest. Body systems are studied. Safety factors are stressed for all areas of life. Self-understanding and relating to others are concepts integrated with Bible Studies.

#### Fine Arts (Art & Music)

The fine arts program at LCS seeks to guide children in giving expression to reflect the wholeness, newness, and joy of a redeemed life. Further, it seeks to introduce children to the worlds of art, music, and drama, to study techniques employed, and also to discern the spirit of the age in which various works were produced.



#### Physical Education

The discipline of physical education promotes bodily development and renewal as well as a means by which to maintain physical fitness that can aid responsible service before the Lord.

In physical education we study the movement of the body and we practice skills to acquire and maintain physical fitness. The key concepts of physical education involve those of movement and motor proficiency.

The program includes instruction in skills such as skipping, hopping, throwing, catching and rope jumping in the primary grades. At the upper elementary level the focus shifts towards instruction in games such as soccer, basketball, softball and volleyball. Some gymnastics and track and field activities are included. These are continued in the junior high years. General fitness exercises are used on a regular basis.

#### Digital Citizenship (Computer Studies - Grades 7 - 9)

In this course the students will start out by looking at the history of computers, and will be taught the proper care and respect which is needed when using a computer. The students will be introduced to the BASIC language and they will be required to do some of their own programming. The students will also look at a variety of software programs. Word processing will be a major part of this program, so that the students will get to the point where their classroom assignments or reports may be done on the computer.

#### Junior High Complimentary Courses:

Students can choose courses in order of their preference from 1 to 10 - and we try our best to accommodate students' preferences, as space is available. Each course runs for one term, and there are 3 terms per year. At the end of each term, students will move to a new course (students are not able to take the same course twice in one year). There are a limited number of spaces available for each course, and students may not get their first or second choices at all in a year.

<u>Art 1</u>- Every student possesses an innate creative ability, which is a gift from God, and reflects His image. In this basic introduction to art, the students will explore their creativity by reviewing and building on their knowledge about the basic elements of art and principles of design. Using a variety of materials and tools, students will be encouraged to visually reflect on their faith journey as they learn and practice techniques in sketching, drawing, painting, and ceramics.

<u>Art 2</u> - Because we believe every student possesses some form of creative ability, we have been looking for different ways for them to express it. In this basic introduction to card-making and scrap-booking, the students will explore their creativity by learning about some basic techniques such as - use of colour, stamping, embossing, the use of embellishments, shapes, journaling, and a variety of page layouts. Using a variety of materials and tools, students will practice making cards for every occasion and laying out their pictures on a scrapbook page in such a way that it tells a story. Students will be asked to bring in pictures to create a scrapbook page.

<u>Digital Media Studies</u> - In this option, students have opportunity to work with a variety of digital media including digital photos, web pages, logos, brochures, and posters. Using digital cameras and a variety of software, students will practice creating, editing, and publishing digital products onto paper and the web. Content for these products will be drawn from the daily activities going on at the school. Some examples could be creating a webpage to cover Field Day, or creating posters to advertise upcoming school events.

<u>Foods</u> - Students will learn about safety and sanitation in the kitchen, how to follow recipes, cooking terms and measuring. The majority of the time will be spent in the kitchen using these skills while preparing delicious meals and desserts.

<u>Woodworking</u> - In this complementary course students will be going over to the Central Alberta Christian High School woodworking shop. They will learn shop safety, use of hand and power tools to construct small wood projects. All projects that they make are theirs to keep.

<u>Music (Choir)</u> -This option will focus on the skills necessary to build and strengthen singing ability and technique. Our sessions will include a combination of singing, listening, sight singing, rhythm exercises and rehearsing.

<u>Personal Fitness and Recreation</u> - Are you interested in trying new activities? Do you want to work on your personal fitness? If you do, this class is for you! This course looks at different recreational opportunities in our community as well as cooperative games. Some activities include tennis, rocks climbing, water polo, cycling, golf, bowling, and cross-country skiing. In this course, students will also assist with the Grades 4-6 Intramural Program.

<u>Robotics</u> - In small teams, students will learn and practice simple computer programming and mechanical design by building robots using the latest LEGO Mindstorms technology. The step-by-step projects will teach the basics and lead to more creative technical challenges. No prior programming experience required!

<u>Scale Modelling</u> - Students are given opportunity to explore different and exciting forms of scale modelling. We start with building and painting a military diorama. Following this, we build a Level 2 or higher vehicle and possibly a functional scale model rocket. Emphasis in this course will be placed on following instructions and working carefully to create detailed and realistic representations of real things. Students must supply their own Level 2 model vehicle.

## LACOMBE CHRISTIAN SCHOOL

#### Student Awards - Junior Secondary

Encouragement and recognition needs to be given to all students. Special recognition may be given in accordance with the Student Awards Policy (see Section 416).

#### Parent-Teacher Conferences

Conferences are scheduled following the first and second report cards, and parents are expected to attend. Should any question arise as to desired working habits and/or behaviour of a student the parents will be contacted immediately. Parents are encouraged to seek a teacher's help at any time during the year -- preferably before a concern becomes a problem.

#### **Complaint Procedures**

Should a complaint arise concerning your child, please see the teacher involved first. Follow-up, should it be necessary, should be directed to the principal, and if no solution or satisfaction is found, then to the Education Committee and, ultimately, to the Board, as also stipulated in the Student Evaluation Policy.

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'

Matthew 18:15-16

#### Homework

Teachers and parents have a vital interest in what takes place in both the school and home. Parents are encouraged to ask children about school activities and take an active interest in what they are doing. This may involve help with finding material for reports, assistance in assignments and sharing experiences. Student homework books are handed out for grades 4 - 9 and all students are required to use them.

A limited amount of homework may be expected in Grades 1-6. Junior High students may be expected to have homework assigned regularly. It is anticipated that this should not conflict with regular and adequate hours of sleep. If you should feel that your child has too much homework, please contact the teacher to discuss it.

#### Grading and Reporting:

Report cards are issued three times a year. Each time the report will evaluate work habits and attitudes as well as indicate level of achievement. See Student Evaluation Policy in Section P417.

The symbols used in the **Grades 1 to 3** are:

	<u>EFFORT</u>	<u>ACHIEVEMENT</u>
1	Excellent	A- to A+ Excellent
2	Good	B- to B+ Very Good
3	Satisfactory	C- to C+ Satisfactory
4	Inconsistent	D- to D+ Needs Improvement
5	Needs improvement	F Below acceptable standard

The symbols used in **Grades 4 to 6** correspond to the following percentage equivalents:

	<u>EFFORT</u>	<u>ACHIEVEMENT</u>				
1	Excellent	Α	90 - 100 <b>A-</b>	85 - 8	39	
2	Good	B+	81 - 84	В	78 - 80	<b>B-</b> 75 - 77
3	Satisfactory	C+	70 - 74	С	65 - 69	<b>C-</b> 60 - 64
4	Inconsistent	D+	57 - 59	D	54 - 56	<b>D-</b> 50 - 53
5	Needs Improvement	E	0 - 49			

The percentages used in **Grades 7 to 9** correspond to the following ratings:

	<u>EFFORT</u>	<u>ACHIEVEMENT</u>	
1	Excellent	85% - 100%	Excellent
2	Good	75% - 84%	Above average
3	Satisfactory	60% - 74%	Average
4	Inconsistent	50% - 59%	Experiencing difficulty
5	Needs Improvement	0% - 49%	Failure





## Purpose and Goals of Lacombe Christian School

#### **Lacombe Christian School Vision Statement**

"To the glory of God, by His grace, and on the foundation of His Word, Lacombe Christian School strives to nurture and educate children to be Spirit-filled disciples of Christ and responsible, discerning citizens in society."

#### Statement of Purpose

God has commanded us (parents) to instruct you (students) in the way that He wants you to go (Proverbs 22:6). Since God reveals Himself in the Bible and in all of Creation, it becomes the task of the Christian school to integrate these two revelations of God's will into a meaningful unity. You, an image-bearer of God, have been created to be Spirit-filled disciples of Christ. Learning is centred around Biblical values. Only in a Christian school are we privileged to teach the special revelation found in the Bible. This is our God-given responsibility. We hope that the education offered at this school will help you to raise signposts of God's Kingdom in this world and that it will equip you to serve God and your neighbour, as Christ expects from each of us.

#### Goals of Lacombe Christian School

To provide our children with an education which is uniquely Christ-centred and which aims at the highest possible academic standards as well as stimulating spiritual growth and scriptural wisdom.

To guide our children as God's image-bearers in their social, emotional and psychological maturation within the spirit of Christ's mandate to love one's neighbour.

To nurture self-esteem, motivate and guide students in their preparation for and choice of a vocation for lifetime service in the Lord.

#### Our History:

Lacombe Christian School has been in operation for over 75 years!

In 1945 a small group of committed parents established Lacombe Christian School southwest of Lacombe, on the present site of Woody Nook Christian Reformed Church. In 1967, Lacombe Christian School moved to the present site, and amalgamated with the Calvin Christian School. The two schools became one society operating as Lacombe Christian School. (LCS).

The school now has about 355 students in K-9, 25 teachers, one secretary, a development officer, and a business administrator. Steps were taken to expand the school to the point where we are now able to comfortably handle 400 students with multiple classes in all grade levels.

The school is operated by the Lacombe Christian School Society through an elected Board. Lacombe Christian School is an interdenominational institution committed to providing quality education through Christ-centered curriculum taught by dedicated Christian teachers. The school caters to students from Kindergarten to grade 9.

Lacombe Christian School is not Christian because school days are started with prayer, or because hymns are learned and sung, or because children come from Christian homes or because the teachers are Christian. All these things are present, of course, but they do not constitute the Christian character of the school. It is not Lacombe Christian's first concern to prepare students for a well paid position in the society we live in. The continued vision of the Board, Administration and Staff is to "... grow in grace and knowledge of our Lord and Saviour Jesus Christ" (2 Peter 3:18) and so mature in the application of God's Word to the totality of daily practice that all thoughts are brought into captivity and made obedient to Christ.

#### LCS Educational Objectives

These objectives are based on a heart commitment to Jesus Christ within the framework of the Society's statement of beliefs.

#### Each student will be led in a commitment to:

Love God with their whole heart.

Love their neighbour as themselves (participate positively and graciously in interpersonal and community relationships as a demonstration of love to God).

Love themselves by:

- have a developing sense of their individual value as an image bearer of God,
- demonstrating a continual decision to humbly commit themselves to Christ in all things and to experience the reality of His promised presence.
- setting goals for their use of time and talents as a fulfilment of their calling to serve God in everything, and
- using their body and mind as valuable gifts which belong to God and are instruments for the service of God in all life's activities.

#### Worldview Development

#### Each student will be guided in worldview development:

- 1. The whole world as God's creation, built and held together by the powerful Word of God.
- 2. Covenantal responsibility and privileges which God in His grace has granted man.
- 3. Man's calling as a creature made in God's image, called to obey and enjoy God as prophet in thinking God's thoughts after Him; as priest in dedicating the universe to its Maker; and king in being vice-regent of the Ruler.
- 4. Man's obligation to proclaim in word and deed the Gospel of Jesus Christ to the world.
- 5. The fact of the sinfulness of man and the impact of sin on creation.
- 6. Redemption to remove sin and cleanse unrighteousness establishing man as ambassador in his God given calling.

#### Academic skills will be developed in:

- 1. Reading and understanding written materials.
- 2. Using the numerical process.
- 3. Understanding, shaping, using and enjoying creation as a loving response to God.
- 4. Thinking clearly about the world from a Biblical view.
- 5. Forming valid judgments informed by scripture.
- 6. Expressing clearly and effectively in speech and writing.
- 7. Implementing opportunities to serve God.

The melding of beliefs/worldview and academics will occur intentionally. All units will have a central objective from the following list of biblical through lines, eliciting a response to the question, "How now shall I live?"

#### 1. God-Worshipping

Students understand that worshipping God is about celebrating who God is, what God has done and is doing, and what God has created. It is literally about standing in awe and wonder of knowledge of Him and His promises. Students see this worship as a way of life.

#### 2. Idolatry-Discerning-Prophetic-Speakers

Students will understand that when other 'things' are more important to us than our relationship with God, they become idols. Students will be challenged to identify, understand and discern the idols of our time and to then respond prophetically.

#### 3. Earth-Keeping

Students will respond to God's call to be stewards of all creation.

#### 4. Beauty-Creating

As image bearers of a creative God, students will glorify and praise God by creating that which is beautiful and pleasing to Him. This offering of creativity isn't optional – it's a joyful duty that students offer as a sacrifice of praise.

#### 5. Justice-Seeking

Students will act as agents of change by identifying and responding to injustices.

#### 6. Creation-Enjoying

Students will celebrate and discover God's beautiful creation.

#### 7. Servant-Working

Students will work actively to heal brokenness and bring joy to individuals and to culture.

#### 8. Community-Building

Students will be active pursuers and builders of communal shalom. Our classrooms will be communities of grace where students will walk and work together in a spirit of shalom.

#### 9. Image-Reflecting

Students bear the image of God in their daily lives. All humans are image reflectors.

#### 10. Order-Discovering

Students will find harmony and order in God's creation.

#### The Christian Teacher

The teacher is of paramount importance in the educational process. We have a fine school facility, but that facility will be unimportant in the long run if our teaching is not God-centered as taught in His Word. remember we are professionals. This means we will strive to do honour to our high calling by a Christian walk in every step of our lives, that the children who have been entrusted to our care may see Christ living in us. This demands a high degree of love to be manifest in all our actions and activities. Let us do our best to advance His cause and build the Kingdom of God on earth. As Christian teachers we share the following commitments:

#### Our commitment to God:

We believe in the triune God - Father, Son, and Holy Spirit - and confess that this faith must find expression in all our thought and actions. We dedicate our work to the pursuit of scholarship, recognizing that true knowledge can only be found in Jesus Christ.

#### Our commitment to the Students:

- 1. We regard every student as sacred before God, Who calls every one of them to obey His Law, and out of concern for their development as citizens of His Kingdom, we dedicate our efforts toward a wholesome growth of their God-given potentials.
- 2. Specifically, we undertake to:
  - Deal justly and impartially with all students, and make professionally responsible judgments concerning their academic, physical and emotional well-being, and other characteristics as required in our school.
  - Teach and to discipline each student in such a way that his own experiences become meaningful to him and that he develops a sensitivity to the needs of others'.
  - Seek improvements in the classroom program in order to render it more conducive to the wholesome development of every student, according to the curriculum of our school.

#### Our commitment to the Parents:

- We acknowledge the God-given authority of the parents concerning their student's education, and consider it a privilege to teach the students according to a plan of learning whose religious direction is determined and accepted mutually by parents and by the teachers. We must establish a relationship of mutual confidence with the parents.
- 2. Specifically, we undertake to:
  - Cooperate with the parents in the best interest of the students, and to be discreet with information about the students and their parents.
  - Give the parents a fair appraisal of their children's progress at school.







# ECS (Early Childhood Services) Parent Handbook







The Lacombe Christian School, including the E.C.S. or Early Childhood Services Program, was established from the perspective that the Lord Jesus Christ is King of Creation and thus, lays claim to all areas of our lives. By teaching, listening, nurturing and cooperation with each other from the perspective of the Bible, the school is a visible witness of God's love.

#### Purpose of Early Childhood Services

- 1. E.C.S. in a Christian environment is a very important and necessary step in the life of every child. It is designed to prepare children to begin academic learning in the light of God's Word and to help children adapt to the school routine in a Christian atmosphere. We desire it to be a happy experience, as we believe that children will do better in school if they begin with an enthusiasm for learning and a desire to act as a child of God.
- 2. The E.C.S. year is a transition from the home to the formal routine of the grade one program. It is a continuation of the learning that has taken place since birth and an opportunity to learn about God's world by adding and relating to the experiences the child has already had.
- 3. The E.C.S. program continues to provide experiences which allow children to learn and develop in a holistic way by satisfying the SPICES needs of the child: spiritual, physical, intellectual, cultural, emotional and social needs.
- 4. To satisfy such a variety of needs, the E.C.S. guidelines and curriculum seek to provide a balance of structured and unstructured activities, free choice and teacher directed activities, learning and play oriented activities, speaking and listening activities as well as large group, small group and individualized activities.
- 5. Children are led to see themselves as special image-bearers and caretakers of God's creation; they learn that they have a place in this world and a part in caring for it. The children are led to praise God for His wisdom and are encouraged to give glory and thanks to their Creator.
- 6. Educating the children entrusted to us by God requires cooperation and understanding between home and school. Parents are encouraged to become involved in their child's E.C.S. program, as well as support and encourage their child's learning at home. Parents may be asked to become involved by being a classroom guest (to perhaps share a special talent, interest or occupation with the class); by helping out with the classroom centres or special letter theme activities; by supervising and driving for class field trips.
- 7. The Lacombe Christian School E.C.S. program creates and provides situations and opportunities that will help the child to think of others and love those around him/her, to love him/herself and above all, to grow in love and knowledge of his/her Lord and Saviour, Jesus Christ. The Christian school teacher's goal that he/she strives for in his/her classroom is to help the students learn that all things must be done to the glory and honour of God.

## Goals of Early Childhood Services

The E.C.S. program of Lacombe Christian School desires to give each child an opportunity to develop as a unique creature of God to the best of his/her God-given abilities, through the development of his/her SPICES needs by:

- 1. Attempting to increase the child's understanding of God.
- Helping children to develop as responsible disciples of Jesus Christ.
- 3. Guiding children to reflect God's love to others.
- 4. Exciting children about exploring God's world and creating an awareness of their task in caring for it.
- 5. Encouraging children to experience and develop new ideas and skills through participation in an E.C.S. program that reflects a Christian view of life.
- 6. Preparing children to begin academic learning in the light of God's Word.
- 7. Helping them adapt to the school routine in a Christian environment.
- 8. Providing a balance of structured and unstructured, whole and small group, learning and play activities that help develop and prepare the children for further learning in the grade one program of L.C.S.



#### Child Development (S.P.I.C.E.S.) Objectives

#### A. SPIRITUAL DEVELOPMENT

- •To instil in the child knowledge of His Creator and the love He gives to us.
- •To enable the child to respond to His Maker through speaking (retelling Bible stories), singing praise songs, prayer and artwork.
- •To memorize and understand the meaning of Bible verses learned.
- •To remember Bible stories and concepts that are taught.
- •To encourage the children to pray short prayers on his/her own and remember others' needs as well as their own in class prayers.
- •To have an understanding of what it means to try our best to please the Lord in our work, play, speaking and behaviour, as children of God's covenant.

#### **B. PHYSICAL DEVELOPMENT**

- •To provide adequate large muscle activities, such as: bending, stretching, turning, twisting, pushing, lifting, swinging, circling, hopping, skipping, jumping, sliding, leaping, galloping, rolling, dodging, keeping rhythm, balancing, aiming, bouncing and kicking a ball, catching, jumping rope and creative movement and basic gymnastics, such as doing a forward roll.
- •To provide adequate small muscle activities, such as: holding and using a pencil, crayon, chalk or marker correctly, holding and using scissors properly, tracing lines or shapes carefully, painting, drawing, colouring manipulating small objects, tying shoe laces and zipping and buttoning clothing.
- •To learn to care for one's body as God's temple.
- •To develop an awareness of, a thankfulness for, and a desire to correctly use one's body by encouraging good eating habits, nutritional values, adequate rest and sleep, exercise and proper dress.
- •To promote sensory-motor development, seeing, hearing, feeling, touching, doing and smelling so the child can gather meaning from the environment God has placed him/her in, as well as allow for discoveries, explorations and responses.
- •To provide the children with the challenge of trying to improve control of their locomotor and movement skills.

#### C. INTELLECTUAL DEVELOPMENT

#### 1. Creative thinking and Communicating:

To create situations that will stimulate self-expression, creative thinking and problem solving through opportunities such as:

- using his/her imagination and materials in novel and unusual ways.
- giving more than one answer to a question.
- finding more than one solution to a problem.
- acting out real life experiences and coming to a more complete understanding of them.

To provide opportunities for the child to develop his/her communicating abilities naturally, as we explore and celebrate God's amazing gift of language.

#### 2. Emergent Literacy:

To expose the child to a variety of experiences and opportunities for language development (listening, speaking, reading, writing) through experiences such as:

- sharing and "Show and Share" time.
- class discussions
- memorizing and reciting
- trying to make themselves understood
- expressing conceptual understanding of the world around them
- listening activities
- recognizing and making patterns
- theme study and using the appropriate vocabulary
- many books and literature experiences
- organizing ideas, trying them and learning to make his/her own choices.

To develop reading readiness behaviour by encouraging the children to enjoy, appreciate and experience books and printed matter in ways such as:

- noticing the appearance of the cover, title of a story or book, and the feel of the paper.
- turning the pages in sequence
- noticing the beauty and clarity of the illustrations
- hearing the sound and rhythm of the words
- feeling the excitement and expectancy of what might happen next or by making predictions and guesses about story events and outcomes
- by chanting and echoing familiar, predictable or repetitive words and phrases of stories, poems, songs and books

To foster an interest in books and printed matter as a source of enjoyment, fun and information



## Child Development (S.P.I.C.E.S.) Objectives continued...

To introduce and expose the upper and lower case letters of the alphabet to promote letter recognition.

To promote an understanding of alphabetical order and sequencing of the letters.

To expose the sounds of the alphabet letters through a multi sensory program including activities such as: "letter show and share", field trips, parental sharing, art activities, books, and videos. To expose upper (capitals) and lower case letter matching of the letters.

To expose them to matching letters and the sounds they make.

To provide opportunities for the children to understand that spoken words can be written down and have meaning.

To provide tracing experiences of letters and numbers and simple words.

To provide opportunities for the children to reproduce the letters and numbers on their own (using small white boards, markers, "finger tracing", paper, paint and play dough).

To encourage "inventive/phonetic spelling/writing" on their own, if ready.

To understand the connection between illustrating and writing about illustrations.

To introduce them to the correct letter and number formations (see printing chart, last page of this section).

#### 3. Math Readiness:

To introduce activities that develop an interest in and a desire to explore basic concepts and skills in mathematics.

To provide exploration activities that allow the children to begin to organize their experiences and abstract from them the patterns of space, measurement and number.

To allow the children to be actively involved in exploring various manipulative materials to determine each one's unique possibilities and limitations, to spontaneously discover and explore pattern spatial relationships, balance and classification.

To encourage the children to use real examples from their own lives (such as: patterns in clothing or jewellery, comparing heights of classmates, sorting laundry or sizes and shapes, one to one correspondence as a child sets a place for each person at the table) to help them to place mathematical experiences in every day practical situations.

To provide meaningful play and discovery experiences by selecting materials that spark the children's curiosity, observations and thinking.

To provide activities that help the child to read (recognize) the numbers 0 - 20.

To expose the children to various ways of counting.

To help them learn the meanings of the numbers 0 to 20, to promote one to one recognition of numbers and their corresponding amounts.

To learn to print the numbers 0 - 10 correctly.

To be able to recognize and identify the basic colors and shapes.

To be able to sort objects into more than one category or classification.

To expose the children to basic math concepts of more, less, larger, smaller, under, over, above, below.

#### D. **CULTURAL DEVELOPMENT**

- To encourage cultural activities in the arts, music, drama, creative movement, rhythm and literature experiences.
- To stimulate an awareness of cultural environment by exploring and participating in a variety of aesthetic and artistic experiences for developing sensory awareness.
- To introduce other cultural groups from within our community and beyond.
- To encourage the child to think of and use his/her own ideas in work and play activities.
- To promote showing a willingness to try new activities and ideas.

#### **EMOTIONAL DEVELOPMENT**

- To help the child realize his feelings and how he can appropriately and acceptably express them.
- To help the child realize he/she is a worthwhile individual, created in the image of God and loved by God.
- To provide opportunities to develop emotional responses that result in a positive and realistic self-concept.
- To encourage reacting appropriately to success and frustration and other situations and problems with confidence and lack of fear.
- To seek adult or peer help when needed.
- To encourage making decisions independently, when appropriate.
- To work independently when required.
- To encourage courtesy and awareness of others' feelings.
- Willingly tries to solve a problem and remains calm in doing so or accepts having to try again without anger.



## Child Development (S.P.I.C.E.S.) Objectives continued...

#### F. SOCIAL DEVELOPMENT

- To help the child become accustomed to "group living" in the classroom setting by providing opportunities for children to expand their willingness and ability to cooperate by learning to:
  - play and share with others.
  - participate in group activities
  - make and maintain friendships
  - listen to and cooperate with adults and other children
  - anticipate the consequences of actions and make appropriate decisions and accept responsibility for them.
  - offer comfort to others in need and desire to compliment others.
  - respect cultural similarities and differences.
  - deal appropriately with change
  - gain an awareness and respect for the environment (for others, others' property and public materials)
  - to encourage obedience to school and teacher rules.
  - to help the child recognize the inter dependence of all people and encourage effective communication in his/her relationships with others.
  - to create an atmosphere that will develop a love and enthusiasm for learning.

## Entrance to the E.C.S. Program

- 1. Christian schools and Christian E.C.S. programs exist to educate primarily the children of Christian parents.
- 2. Admission is available to all students of parents who agree with the aim and purpose of the program.
- 3. No child shall on the grounds of race, colour or national origin be excluded from admission to Christian schools.
- 4. The School Board may limit enrolment of the E.C.S. program.
- 5. A child must be five years of age by December 31st. (Bring Birth Certificate at time of registration.) The Board, through a properly designated committee, shall interview all prospective parents prior to enrolment.
- 6. If your child is registered in our program, a scheduled time will be arranged for the E.C.S. teacher to meet with you and spend some individual time with your child, to help the teacher get to know your child and his/her individual needs better.
- 7. Classes are in session Tuesdays and Thursdays (and if numbers warrant, Mondays and Wednesdays) from 8:45 a.m. till 3:35 p.m.
- 8. The Lacombe Christian School E.C.S. program is operated under the Lacombe Christian School Board.
- 9. Bussing is arranged through the school. Arrangements must be made to have an older student in the school be their "bus buddy". Parents should speak to either the E.C.S. teacher or the school office.

## Supplies for E.C.S.

#### PLEASE PROVIDE YOUR CHILD WITH THE FOLLOWING ITEMS FOR E.C.S.:

- 1. A complete set of extra clothing in a labelled ziplock bag to leave at school.
- 2. It is also a good idea to dress your child in simple clothing that is durable, comfortable and free of complicated fasteners. Dress your child appropriately for the changing Alberta weather. Provide jackets and or sweaters even on warm, sunny days.
- 3. A pair of inside shoes which should be kept at school; shoes that your child is able to put on and take off on his/her own are preferable, as we change our inside and outside shoes often during the day.
- 4. A lunch container labelled with his/her name on it.
- 5. A nutritious recess snack and a nutritious, well-balanced lunch that can be eaten in 10-15 minutes. At mid-morning break, children are permitted a snack from their lunch. Please send snacks that are easy and quick to eat.
- 6. A back pack/school bag (labelled) for carrying library books, papers ("mail") and crafts home.
- \* Please label ALL of your child's belongings (including shoes, jackets, snow pants, lunch container, mittens, hats, school bag, etc.) with his/her name. If your child had to take money for some purpose (such as book orders), please put the money in a sealed envelope with your child's name on it.



## Preparing Your Child for E.C.S.

#### How can I help my child prepare for school and well when he/she gets there?

- 1. It's natural for children to be cautious about a new and strange situation. Help him/her look forward to E.C.S., but don't make it too big of an event. Help him/her to take it in stride.
- 2. A home climate of <u>eagerness to learn</u> is contagious.
- 3. Encourage your child to talk fluently (no baby talk!) and to learn to be a good listener. You may help in this by taking time to really listen to your child and include him/her in table conversation. Tell and read many stories, poems, and rhymes. These are the best possible foundations for reading.
- 4. Have many books around. Read to your child often and let him/her see you reading for your own enjoyment also. Use the library on a regular basis. As parents, keep a <u>positive</u> attitude toward reading to help develop a love and interest for reading in your child. The school teaches the mechanics of reading, but you, as parents, are your child's first and most important teacher!
- 5. Build a strong sense of self-worth and confidence in your child. God has made each child "special" and He wants each child to feel good about him/herself and his/her abilities. Praise your child often and sincerely, not only for accomplishments, but for good attitudes, effort, how a job is done, etc. Look for the good in his/her efforts, not the imperfections.
- 6. Encourage creativity by having working materials available (paint, paper, crayons, clay or play dough, glue, scissors, scrap materials), allowing a "mess" and encouraging the child's efforts. Encourage your child to draw pictures of things that interest him/her.
- 7. Encourage your child to take responsibility by giving him/her simple tasks to do and insisting they get done! Teach him/her to put away toys and play material, set the table, take out the garbage, etc. Teach self-care: to dress him/herself, zip zippers, tie shoes, use the bathroom without help, wash hands thoroughly, etc.
- 8. Teach correct letter and number formation if you help at home. When writing names, <u>use an uppercase letter only</u> for the first letter.
- 9. Discuss with the teacher anything that will help her understand your child.
- 10. Insist on 11 12 hours of sleep. A rested child is much happier in school the next day!
- 11. Listen and identify sounds around you with your child. Have story books, educational programs available. Talk about what your child has heard.
- 12. Develop an active imagination with your child. Read a story and have your child tell you what he/she sees in his/her mind. Have him/her act it out. Play house, dolls, dress-up with your child. Encourage your child to draw what he/she hears or imagines in his/her mind.
- 13. Show your child that written words are important by pointing out words that have a special meaning or emotional connection. While reading a story, point out words that your child responds to such as repetitive phrases and predictable words.
- 14. Encourage your child to write by making available in your home a variety of writing materials such as crayons, paper, pencil, paints, chalk boards, etc. Alphabet books and blocks will help your child become familiar with letters. Encourage your child to copy letters, words or his/her name



## Parent Reminders and Expectations

#### 1. Health and Safety:

- If your child is sick or will be absent for another reason, please call the school between 8:30 and 8:50 to let the teacher or secretary know or have an older brother or sister give the teacher a note that morning.
- If your child becomes sick at school, the teacher will contact you at the number(s) you have provided on your child's personal information form for arrangements to be made.
- Please write a note if your child is on or needs to take any medication or if the teacher needs to be aware of a situation that may affect your child's emotional state.
- If you would like your child to stay in for recesses, please send along a note.
- Parent signed permission slips will be required for your child's class field trips.

#### 2. Arrival - Dismissal - Pick up

- The classroom day begins at 8:45 a.m. and ends at 3:35 p.m. If you bring your child to school, please do not bring him/her before 8:30 a.m. On average, one day per month is set aside for teacher in-service days. There will be no school on these days.
- Please send a note with your child or contact the school if your child is to go home another way or is allowed to travel with someone else after school dismissal. If you are going to be detained in picking up your child, please notify the school immediately so your child can be reassured. Children are expected to leave by 3:45 p.m.

#### 3. Ways in which school may be of help to you:

When you enroll your child in our program, we assume the responsibility of giving you assistance with the special needs in relation to your child's school adjustment and his growth and development. This is done by the following methods:

- a. Parent-Teacher conferences are scheduled for late November and March. Feel free to contact the teacher for a conference at other times of the year.
- b. Informal progress reports will be issued in November. More detailed reports in January and May.
- c. Your child will be given maximum consideration as an individual. We will look after his/her health and safety at school and present a planned program geared to what we believe to be Christian, developmentally sound and educationally beneficial.

#### 4. Home - School Communication

The teacher will send home regular newsletters to keep you informed and updated on what we are doing. Items such as the Bible memory work, show and tell schedule, and other special E.C.S. activities or school calendar events you should know about will be included. Please help your child with our Bible memory work as well as letter "Show and Tell" items.

Please spend some time each day to look through the papers and projects your child brings home and READ the teacher's comments to your child. It will make a difference in your child's attitude, excitement, effort and self-esteem!

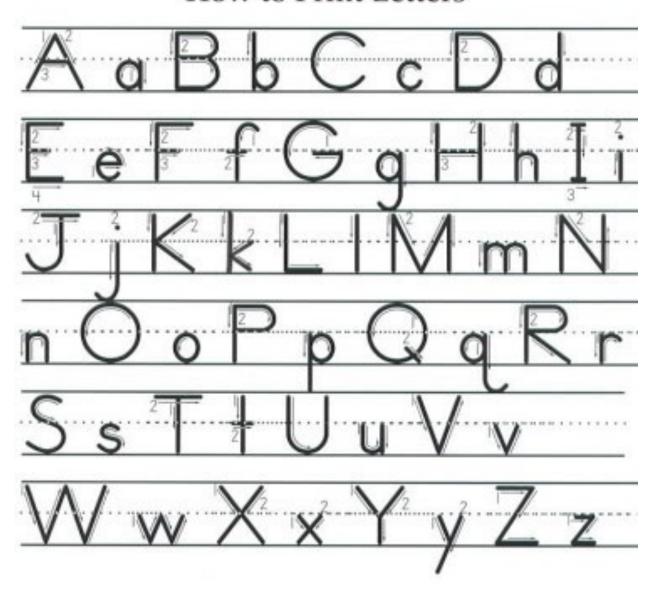
#### 5. Parent Participation

Your participation is encouraged in the classroom. You will be asked to fill out a parent help "survey" asking if you would be willing to come to the classroom to share your work or hobby. Any information or ideas you can provide as far as places to visit that would be of some educational value or persons you know who would be willing to visit the classroom to share a special talent, interest, or helpful information are welcome!

All parents are encouraged to visit the classroom and become involved. This provides opportunity to become familiar with the school, the teacher and the classroom routines and allows the parent and child to share E.C.S. experiences at home. Parents become more aware of child development and appropriate activities for children. All parents are strongly encouraged to meet with the teacher during conference times as well as ANY other time you have a question or concern regarding your child's development in the E.C.S. program. Your input is valuable!



## **How to Print Letters**



Feel free to copy or detach this page for your child to practice with.



# The Lacombe Christian School Society SOCIETY HANDBOOK & INFORMATION



#### Statement of Philosophical Foundation



**The Word of God:** The Bible, as the infallible Word of God, is the Truth, by which the Holy Spirit enlightens our understanding of God, ourselves and the world. It is the inspired authority which should direct and govern all our activities, including the education of our children.

**Creation:** The universe and all things created by God in the beginning were made good and perfect as we read in Genesis1:31 ". . . and God saw everything that He had made, and behold it was very good."

**Man:** Man was created by God in His own image (Genesis 1:26-27) to enjoy fellowship with his Creator. Furthermore, man, endowed with special gifts far above any other living creature, received the mandate to have dominion over all things in accordance with God's will to His honour and glory. (1 Corinthians 10:31)

**Sin:** Sin, consisting of man's estrangement from God, his fellow man and the world, disrupts the education of children, and brings about man's blindness to the true meaning of life and his incapacity to reach for the true purpose of life. (Ephesians 2:1-6)

**Jesus Christ:** Jesus Christ is God's provision (Genesis 3:15) to remove His curse and wrath so that through Him, man and creation would be redeemed and reconciled to God (John 3:16). All those who by a true faith accept Jesus Christ as God's provision are no more under condemnation, but are reconciled with God (Romans 8:1-2). There is no other way of reconciliation with God than through Jesus Christ (Acts 4:12). Through Jesus Christ, there is a renewal of our educational endeavours because He is the Redeemer of our corrupted human life in its entirety.

**The Believer:** A person is a believer when by a true faith he trusts in Christ alone for his salvation (Acts 16:31); is born again through the power of the Holy Spirit (John 3:3); and through being in Christ bears the fruit of the Spirit (John 15:1-17).

**The Kingdom of God:** Through His perfect sacrifice and obedience to God's will, Christ received dominion over all things (Psalm 72:8). It is the proper and urgent mandate to all believers to "Go therefore and make disciples of all nations. . ." (Matthew 28:18, 19) and thus, as members of the Kingdom of Heaven, to defend and further this recognition of Christ's Lordship in all areas of life.

**Educational Freedom:** Christian education given in accordance with legitimate standards and provisions should receive full recognition and freedom within society.

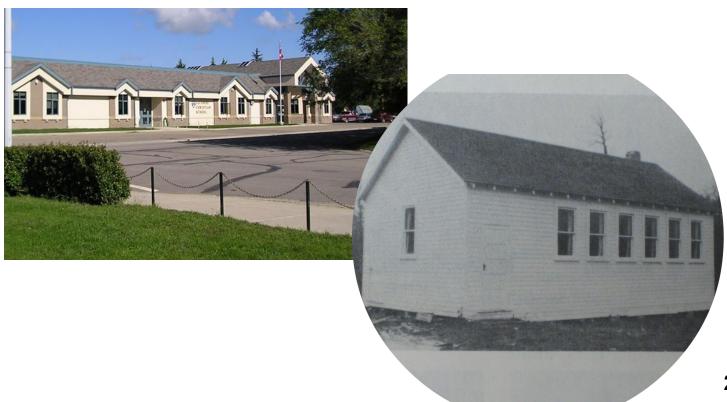
**The Christian School:** The purpose of the Christian school is to help educate children for a life of obedience to their calling in this world as image-bearers of God. This calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be faithful stewards in their God-given cultural task.

**Parents:** The responsibility for the direction of education rests primarily upon the parents to whom children are entrusted by God. Since the Bible teaches that all of life is subject to God's rule (Philippians 2:9-13, Deuteronomy 11:18-21) and that the fear of the Lord is the beginning of knowledge (Proverbs 1:7), Christian parents should continually strive to provide for their children scripturally based teaching at home, at church, and at school.

**Teachers:** In addition to maintaining the highest academic standards possible, the teacher, as a believer, must reflect at all times by word and example the love of Christ, and the honour of God.

**Students:** Children are a heritage of the Lord (Psalm 127:3) and should be brought up in the fear and admonition of the Lord (Proverbs 22:6). Students, having a variety of abilities, but being born in sin, are in need of guidance and instruction, so that they may be allowed to develop their bodies, minds and spirits to the glory of God. Their total potential and uniqueness should be taken into account when they are taught in a Christ-centered manner.

**The Christian Community:** We believe Christian education plays an important role in the life of the Kingdom of God, not only the parent, but the whole Christian community has a responsibility to establish and maintain Christian schools.





#### List of Denominations

Lacombe Christian School is a parent-operated private school serving parents from a variety of denominational backgrounds. The list below shows a general overview of churches that have been or are currently represented in our staff and student body:

Bethany Baptist Church Bethel CRC Canadian Baptist Church of the Open Bible City Chapel Clive Baptist Clive Christian Fellowship

College Heights SDA

Cornerstone Free Reformed Covenant CRC Crossroads Church Deer Park Alliance Epic Church First Baptist Immanuel PRC Kentwood Alliance Church Lacombe First Baptist
Lacombe Pentecostal
Living Stones Church
Louis Bull ALI Nations Church
New Life Fellowship CRC
Nueva Esperanza Edmonton
Parkland United Reformed Church
Parkside Alliance Church
Ponoka CRC

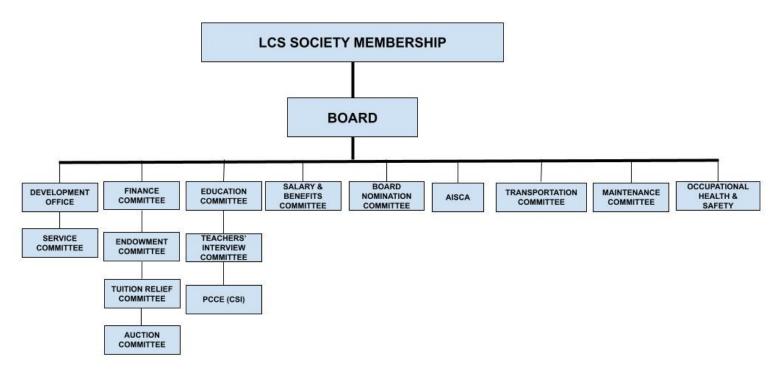
Redeemer United Reformed Church Redemption Church Seventh Day Adventist College Heights Sonrise CRC Southview Alliance St. Albert Catholic Parish St. Stephen's Catholic Church Wolf Creek Community Church Woody Nook CRC

#### Societal Structures

Anyone who can wholeheartedly subscribe to the Constitution and Bylaws of the Lacombe Christian School Society may be accepted (upon application) as a member. Applicants for membership must be over the age of eighteen and must sign a membership form as well as pay the annual membership fee.

**Lacombe Christian School Board:** The Board is made up of nine elected members who are charged with operating the school in accordance with the desires of the Society.

#### LCS Governance Model:



#### **Christian Schools International**

Christian Schools International (CSI) is a North American body designed to serve individual Christian schools. The Christian Home and School magazine is the official publication of CSI Subscriptions and is provided on-line.

#### **PCCE - The Prairie Centre for Christian Education**

The mission of the PCCE is to provide leadership and support to Christian Education communities in the Canadian Prairie region. **pcce.ca** 

#### **Association of Independent Schools and Colleges in Alberta**

The Association of Independent Schools and Colleges in Alberta (A.I.S.C.A.) began in 1958. AISCA represents a variety of independent schools, in Alberta. aisca.ab.ca

#### **Christian School Foundation**

The Christian School Foundation is working to foster the long term financial stability of Christian Schools across Canada. **christianschoolfoundation.ca** 

	BOARD & COMMITTEE STRUCTURE The following L.C.S. Governance model was revised December 2021:				
Committee	Mandate of Committee	Committee Membership			
BOARD	Administration Policy Hiring Accountability to Society/Community Oversees the following committees EDUCATION FINANCE DEVELOPMENT SALARY/BENEFITS BOARD NOMINATION AISCA TRANSPORTATION MAINTENANCE OCCUPATIONAL HEALTH & SAFETY	Board Membership: 9 Society Members Principal (non voting)			
Oversees the following committees listed below:					
EDUCATION	Curriculum Teacher Interview Committee Staffing Recommendations Policy Review The Prairie Centre for Christian Ed. (PCCE) Christian Schools International (CSI)	Board Vice Chair as Chair 2 Board Members 2 Administration 4 Society Members at large			
FINANCE	Finance Business Administration Auction Committee Large Donor Endowment Fund	Board Treasurer as Chair Business Administrator (non voting) 2 Board Members 3 Society Members at large			
DEVELOPMENT	Service Committee Parent Partnership Community Church Relations Area Christian School Relations Media Relations Committee	1 Principal/Vice Princ. 1 Development Officer			
SALARY/BENEFITS	Compensation for Teaching Staff Salary & Benefits Agreements	Society Member as Chair 2 Teacher Reps. 2 Board Reps. (incl. Treasurer) 1 Society Member (Board Apt.) 1 Society Member (Staff Apt.) Chair by mutual consent			
BOARD NOMINATION	Committee of the Board Responsible for obtaining the nominations of suitable candidates to stand for election to the Board	Board Member as Chair 1 Board Member 1 Society Member at large			
AISCA	Reports to the Board	Board Rep or Principal			
TRANSPORTATION	Responsible for arranging transportation of LCS students to school	Board Member as Chair 2 Board Members 1 School/Admin 1 Society Member at Large, per bus route			
MAINTENANCE	Responsible for the maintenance of facilities	Board Member as Chair 1 Facilities Manager 1 School/Admin 1 Society Member at Large plus 1 Business Administrator (non-voting)			
OCCUPATIONAL HEALTH & SAFETY	Responsible for the health & safety of facilities and staff members	1 Admin 1 Secretary 1 Facilities Manager 1 School Staff Member			



## Constitution of LCS School Society

#### The Societies Act—Application

We the undersigned, hereby declare that we desire to form a Society under the Societies Act, R.S.A. 1955, and that:

- 1. The name of the Society is: THE LACOMBE CHRISTIAN SCHOOL SOCIETY.
- 2. The objects of the Society are:
  - 2.1 The Society is based on the infallible Word of God as interpreted in the historic Reformed Creed (Article II), the education implications of which are found in the Educational Creed (Article III).
  - 2.2 The purpose of the Society is the erection of and maintaining of a school or schools in which the principles named in paragraph (2.1) above, are carried out.
  - 2.3 To acquire lands by purchase or otherwise, erect or otherwise provide a building or buildings for the purpose of the Society.
  - 2.4 To provide all necessary equipment, furnishings, library and other requirements for carrying out the objects of the Society.
  - 2.5 To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Society.
- 3. The operation of the Society is to be chiefly carried on in Central Alberta, in Lacombe and vicinity, in the province of Alberta.

### The Societies Act—Bylaws:



#### **Article I - NAME**

The name of the society shall be "The Lacombe Christian School Society" and the objects of the society shall be as set forth in the application for incorporation. The address of the society shall be: The Lacombe Christian School, 5206 - 58 Street, Lacombe, Alberta, T4L 1G9.

#### **Article II - PRINCIPLES**

The society is based on the infallible Word of God as interpreted in the Three Forms of Unity - The Heidelberg Catechism, the Belgic Confession, the Canons of Dordtrecht-and the Westminster Confession, the educational implications of which are found in the Educational Creed (Article III). The fundamental principles are that children are a heritage of the Lord, that, therefore they must be trained for Him, that not the State, but the parents are responsible for their Christian training, that all their training must be in harmony with the Word of God, and that such a training requires a parent-controlled Christian School.

#### **Article III - EDUCATIONAL CREED**

- 1. God the Father, Son and Holy Spirit who has created, who has redeemed, and who upholds and governs all things and people, reveals Himself in the universe, in His infallible written Word (the Bible) and in His son, Jesus Christ. We recognize this through the enlightening power of the Holy Spirit.
- 2. Faith is a gift of God. God perfects His work of grace in us through the hearing and reading of His Word, the Bible.
- 3. God created people in His image for fellowship with Himself and with each other. He made them stewards over creation and gave them a cultural task. However through their wilful disobedience they estranged themselves from Him, from each other, and from their God-given task.
- 4. Because of this estrangement, people who are inescapably religious, often serve gods of their own making in place of the true God, and prove to be unfaithful stewards.
- 5. By His atoning death on the cross, Jesus Christ reconciled His people and creation to God, restored meaningful relationships among people and restored meaning to human labour. Since all power and authority belong to Jesus Christ, we are responsible to Him for all life's decisions.
- 6. Parents have received children as a trust from the Lord to be raised to honour and serve Him. The Lacombe Christian School Society has been established as a means of fulfilling this mandate.
- 7. God calls on Christians to present themselves continually as living sacrifices for loving service to Him and their fellow man.
- 8. As image-bearers of God, redeemed people must love, respect and complement each other, bearing in mind that God has given them various talents and abilities which, when exercised in a spirit of Christian community, will honour His name.
- 9. God channels His authority through parents, teachers, governments and others, to enable our schools to operate in an ordered and structured way.

#### **Article IV - MEMBERSHIP**

- 1. Membership in the society is open to those who fully agree with the principles expressed in the educational creed, who are eighteen years or older, and who agree to pay the annual membership fee as determined by the Society. This is normally due September 1st. To obtain voting privileges all new members must pay the annual dues no later than thirty (30) days prior to the date of the general meeting.
- 2. Application for membership shall be given to the Business Administrator of the school and shall be accompanied by payment of the dues assessed for Board approval.
- 3. Membership in the Society is a prerequisite for enrolment of children in the school.
- 4. Any member wishing to withdraw from membership may do so upon notice in writing to the Board through the secretary thereof.
- 5. Any member of the society may be expelled from the society and his membership cancelled, by an extraordinary resolution passed by a majority of not less than 3/4 of the members present, entitled to a vote in a general meeting of the society.

#### **Article V - ENROLMENT**

- 1. Children of parents who fully agree with the principles expressed in the Creed may be enrolled in the school.
- 2. In exceptional circumstances the Board may admit children of parents who cannot accept these principles fully.

#### **Article VI - SOCIETY MEETING**

- 1. The society will hold one meeting each year during May, with the exact time and place to be set by the Board.
- 2. The agenda of the annual meeting shall include the following:
  - 2.1 Reports from the secretary and the treasurer.
  - 2.2 The board shall present a budget for approval for the ensuing fiscal year.
  - 2.3 Election of new board members.
- 3. The agenda for the semi-annual meeting shall include the following:
  - 3.1 Interim reports from the secretary and treasurer.
    - 3.2 Report by the school principal on the activities and progress of the school.
    - 3.3 Reports from all the committees.
    - 3.4 A financial statement of the previous school year. (Audited statement is available upon request.)
- 4. The board is empowered to call a membership meeting when it considers this necessary.
- 5. The board shall give two weeks notice before calling any regular Society meeting.
- 6. A quorum at any meeting shall be 50 members in good standing. No business shall be transacted at any meeting of the members unless a quorum of members is present.
- 7. Special meetings may be called by the board, or by written agreement of at least 25% of the members of the society. Notice of a special meeting shall include a statement of the reasons for calling such a meeting. The agenda of this special meeting is limited to the purpose for which the meeting is called.
- 8. Voting:
  - 8.1 Ordinary business of the society shall be transacted by a majority vote. Extraordinary resolutions shall require not less than 2/3 majority vote.
  - 8.2 Each member of the society, present in person, shall be entitled to one vote, and in case of an equality of votes the chairman of the meeting is entitled to cast the deciding vote.
  - 8.3 Absentee ballots signed by society members in good standing will be accepted at the beginning of the meeting.
  - 8.4 Elections shall be decided by ballot.

#### **Article VII - BOARD MEMBERS**



- 1. The board shall consist of at least nine members from the members of the society. This board shall also constitute the School Board.
- 2. All board members shall express themselves in agreement with the basic principles and purpose of this society.
- 3. Any member of the Lacombe Christian School Society is eligible to serve on the Board if elected with the following exceptions:
  - 3.1 any member who is employed by the school as full time, part-time or substitute Staff.
  - 3.2 spouses of any member employed by the school as full or part time staff.
- 4. Terms of office:
  - 4.1 Terms of office shall be three years beginning upon election and concluding at the end of August three years later.
  - 4.2 Not more than three members shall retire each year.
  - 4.3 Board members may serve up to two consecutive terms if elected by the society to do so. After having served the terms, the member shall not be eligible for re-election until the next annual meeting. No more than one of the three board members who have completed their terms shall be eligible to stand for re-election to the board.
  - Nominations supported by the signature of 10 members in good standing Received at least 60 days prior to the election shall be included on the ballot, provided the nominated member is a member in good standing and agrees to stand for election. A short biography shall be included.
  - Generally, the Board shall nominate two persons for each vacancy created by the retiring Board members. The society members shall have the right and opportunity of submitting names of possible nominees in writing to the Board for the Board's consideration at least 60 days prior to the general meeting at which Board members are elected.
  - 4.6 Vacancies occurring during the year shall be filled at the next meeting of the society, to fill the unexpired term.

#### **Article VIII - DUTIES OF BOARD MEMBERS**

- At the first meeting of the Board following the annual Society meeting in May, the members of the Board of Directors shall elect a Chair, a Vice Chair, a Secretary, a Treasurer and a General Adjunct to hold office for the ensuing year. Special assignments of the Board members (such as which committees to serve on) shall also be decided at this meeting. No remuneration shall be paid by the Society for the service of any director as such.
- 2. Board meetings shall be called at least monthly. Additional board meetings may be held as necessary. Two-thirds of the board shall constitute a quorum.
- 3. The secretary of the society shall have charge of the minute books and shall have care and custody of the seal of the society and of the records of the society which may be inspected by the members of the society at any reasonable time and by arrangement
- 4. All matters related to the actual operation of the school shall be entrusted to the board members. They employ the teaching staff and stipulate their salaries. In all its financial and other matters, it shall, as much as possible, consult the society.
- 5. The school curriculum shall meet the standards set by the Board in conjunction with the teaching staff and education committee and within the guidelines of Alberta Learning.
- 6. It shall be the duty of the board to make periodic visits to the school while in session and to provide for the inspection and supervision of the entire educational system.

#### **Article IX - TEACHING STAFF**

- The Board shall diligently seek committed Christian teachers, who express themselves in agreement with the basic principles, and purpose of our society, who are willing and able to apply them in teaching, and who lead exemplary Christian lives in general.
- 2. All teachers shall meet the standards demanded by the provincial department of education for teachers in the public school.
- 3. When teachers are employed in the school, the chair and the secretary of the Board, as well as the teachers, shall sign a written contract. Such a contract shall specify the period for which the teacher(s) is/are employed, the teacher's salary, the length of the school term and other necessary conditions.
- 4. Teachers shall strive to teach all subjects from a Christian perspective in the light of God's Word.
- 5. Teachers shall maintain orderliness among pupils, and shall exercise moral discipline for the proper behaviour of the pupil on the school grounds as well as in the school. An unruly pupil may be suspended temporarily by the Principal, but the Board shall decide whether such a student be reinstated or be expelled permanently upon recommendation of the Principal.

  The teachers shall keep the board informed as to the progress of the school work, and may be required to render reports to the
- school board from time to time.
- 7. Should a teacher prove unfit to teach or give instruction contrary to the principles, basis and purpose of the society, or become delinquent in Christian conduct, the board reserves the right to discharge summarily such a teacher, terminate the contract and all its financial obligations and commitments.

Any article of these bylaws may be amended by extraordinary resolution passed by a majority vote of not less than 3/4 of the members present at any regular meeting, provided that suitable advance notice of impending changes have been given, with the exception of articles II and X which are not subject to any essential change.

#### **Article XI - FINANCES**

- 1. The amount of the annual membership fee and school tuition shall be determined by the board with the approval of the society at its annual meeting.
- 2. Parents sending children to the school shall be obligated to pay the school tuition which shall be kept at a
- 3. The board shall rule on the inability of some parents to pay this school tuition.
- 4. No monies shall be borrowed except with the sanction of extraordinary resolution of the members.
- 5. Mindful that we are to bear one another's burdens, all members of the society shall be encouraged to contribute to the maintenance of the school by annual pledges, donations, special gifts and all other methods that promote the welfare of the school.

#### **Article XII - FISCAL YEAR**

The fiscal year of the society shall terminate August 31st.

#### **Article XIII - DISBANDMENT**

In the case of disbandment, all properties and assets of the society shall be entrusted to a Barrister and Solicitor whom the society shall appoint, and who shall hold all properties in trust until a general meeting gives him directions. Upon dissolution of the society and after all debts and obligations have been paid, any left over funds will be donated to a charitable organization in Canada, such an organization to be decided upon at the time of dissolution.

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