

# **Riverdale**

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## **Christian Academy**

### **Riverdale Christian Academy Parent Information**

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## **Christian Academy**

Welcome to Riverdale Christian Academy. Riverdale offers Christ-centered learning to students. Our emphasis in instruction and guidelines is on Protestant Christianity. The school is committed to a world-and-life view which confesses that in all we do, we are called to serve God.

Our primary aim at Riverdale consists of helping each student grow into an independent person, so that they can serve God according to His Word. We encourage the students to employ their talents to the honour of their Lord and Maker. The values and skills taught should be used to further God's Kingdom.

As school and Christian community, we are grateful for God's grace in allowing us to serve Him in this manner. We look to the support of all members, old and new, in helping us carry out this task of Christian Education in Barrie and the surrounding area.

This information booklet is intended to provide you with information about Riverdale Christian Academy. If you have any questions, please do not hesitate to contact me directly.

Your servant in Christ,

Ellen Logan, MEd.  
School Principal  
705-734-8648  
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riverdaleschool.org

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### **Location**

412 Sunnidale Road

Barrie, ON

L4N 7A8

### **Non-Profit Corporation**

Riverdale operates as a non-profit corporation. Because of this, we are pleased to have our board of directors, as listed below. As a non-profit business, we are permitted to have members. To become a member, you must agree to the doctrinal and mission statements of Riverdale. Members are permitted to serve on committees as well as volunteer. To become a member, please contact our office.

We are always seeking volunteers. You are not required to be a member to volunteer, but we request that you abide by our doctrine and mission statements.

### **Our Board**

As of June 2015, our board of directors are:

Vern Martin

Jennifer Martin

Ralph Guinn

Our board members are elected or re-elected in June every three years.

### **Our Vision**

Riverdale Christian Academy aims to provide students of all backgrounds with quality Christian education in an alternative way. We desire to educate our students according to Biblical principles. Bible teaching is at the core of all of our curriculums. We desire to see students become educated in the Word of God as well as in academic subjects.

### **Our Mission**

To serve God and families by:

- Providing quality, Christian education in a loving environment
- Exploring and Evaluating all of life under God
- Nurturing students in the development of abilities and moral character
- Encouraging a personal relationship with Jesus

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### **Our Doctrinal Statement**

#### **A. THE BIBLE**

That God by His Word in the Scriptures renews man's understanding of God, of man himself, of his fellowman, and of the world; directs man in all his relationships and activities, and therefore guides His people also in the education of their children.

#### **B. CREATION**

That in their education, children must come to learn that the world and man's calling in it can rightly be understood only in their relation to the triune God, Who by His creation, restoration, and governance directs all things to the coming of His Kingdom and the glorification of His Name.

#### **C. SIN**

That because man's sin alienates him from God, his neighbour, and the world, distorts his view of the true meaning and purpose of life, and misdirects human culture, then man's sin also disrupts the education of children.

#### **D. JESUS**

That through Jesus Christ there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

#### **E. SCHOOLS**

That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellowman, and to be stewards in their God-given cultural task.

#### **F. PARENTS**

That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian Schools.

#### **G. TEACHERS**

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That Christian teachers, in cooperation with parents, have a unique pedagogical responsibility in obedience to God while educating the child in school.

### H. PUPILS

That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

### I. COMMUNITY

That because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents but also of the Christian community to establish and maintain Christian schools, to pray for, work for, and give generously to their support.

### J. EDUCATIONAL FREEDOM

That Christian Schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to these principles.

## Our Curriculum

Our curriculum is subject to change based upon individual students and their parents' interests, desires, and values. We work with a core curriculum including materials from:

- Easy Peasy All-in-One Homeschool/Highschool
- A Beka Book
- Online resources

Our assessment will be completed by ensuring each student is on track as outlined by A Beka Book's Scope and Sequence. Please our summarized assessment policy for more information.

We believe that curriculum cannot be restricted to simply books. We seek to engage in activity-based education, encouraging students to be excited about learning. Following a consultation with parents and the teacher, an individualized curriculum will be developed to suit the needs of each student. We believe that parents must have a say in their child's education. At Riverdale, we provide guided insight.

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### **Curriculum Development**

Every child that registers at Riverdale will have an individualized curriculum developed. Every student is different, and should therefore have a different curriculum. While we have a base curriculum that will be standard for all students, there will be different instructional strategies depending on the student's abilities and preferences. Our curriculum development strategy is as follows:

1. After interest in the school is expressed, the principal will meet with the parents and student to discover their interests and learning needs. The family will be asked to share their concerns regarding the student's education, what they like about what the student is learning, and what interests the student has.
2. During this meeting, options will be provided for parents.
3. Follow-up parents will be conducted through email or a meeting at least one month before the start of school.

We believe that curriculum can change throughout the school year. If a student is excelling or struggling with a subject, changes will be made. If the student becomes interested in a particular subject, accommodations will be made in order to implement this interest into his/her studies.

Progress reports will be sent home to parents every second month, and at the end of the school year. There will be one brief meeting between parents and the teacher or principal half way through the school year to ensure their student is on schedule and is succeeding. If parents have concerns at any time, they are encouraged to contact the teacher or principal.

### **Learning Goals**

The Riverdale Program of Studies, as taught within the context of a supportive Christian classroom community, should enable each student

1. to gain Bible knowledge, and to develop and promote a Bible based perspective for the various subjects and skills;
2. to discover, explore and develop particular knowledge, skills, and talents that God has given;
3. to mature as an image bearer of God in relation to self, others and the environment for responsible Christian citizenship;
4. to develop a deeper commitment to love and serve God in work and play;

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5. to develop competency, sensitivity, and skills necessary for effective learning, thinking and communication;
6. to learn about and acquire an appreciation for the customs, habits, and beliefs of the local community, of the country, and of our faith communities, ethnic groups and cultures.

### **When Parents are Concerned**

Within any organization, whether Christian or not, there are times when issues and concerns are experienced. In this regard, Riverdale Christian Academy is no exception. Occasionally, parents get frustrated about something that may have happened in the classroom, or at school, and then wonder whether to express their concerns.

The school is in partnership with the home. Parents have the right to speak up when they have a question or are concerned about a matter that affects their child. In that respect, the parent is the best and the only long-term advocate for that child. Being an advocate for your child means that you want to be well informed about the school, to keep communication channels open, and to be willing to address a perceived problem in a fair and courteous manner.

To ensure a fair process that will lead to a quick and peaceful solution, we wish to outline the appropriate action when a difference occurs between parents and teachers about the education of a specific child enrolled in the school.

#### **A. Step One**

Acquaint yourself with the problem situation well. Gather the information to get a clear and fair picture as you perceive it. Avoid an immediate, impulsive, possibly angry response.

#### **B. Step Two**

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Call or meet with the teacher to share your side of the story. Be prepared for a discussion, an alternate version, and an amicable effort to seek a solution. If the problem is accurate, insist on a plan of action for change.

### **C. Step Three**

If the action is unsatisfactory, take your concerns to the Administration, who will look into the matter promptly.

We wish to encourage you to express your concerns. There should be no fear of negative consequences.

### **Discipline Policy**

*Every child is an individual and has individual and unique needs. Because this is the case, Riverdale works on a case-by-case basis for discipline for students. Nonetheless, the standard disciplinary procedures are below.*

Discipline related items, found in the Riverdale Discipline Policy, that teachers will report to the Principal include:

1. Open defiance or obvious disrespect;
2. Excessive use of foul language and swearing;
3. Cases of fighting, extortion, stealing and harassment;
4. Persistent misbehaviour;
5. Damage to school property.

It is impossible to run a school properly without rules. These rules are designed for the safety and benefit of all students. Students are expected to adhere to these rules and parents are expected to support staff in the administration of these set rules. The support of the entire community is needed to provide a sound Biblical education for our children. At the same time, it is understood that staff will model Christian attitude and behaviour for the students.

### **Student Code of Conduct**

#### **Our Relationship With God**

- We will speak of God in respectful ways.
- We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.
- We will respect ourselves because God created us in his image.

#### **Our Relationship With Those in Authority**

- We will be respectful in our speech and conduct.



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- We will be obedient to those in authority over us.
- We will not condone disrespect displayed by others to those in authority.

### Our Relationship to Others

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

### Our Relationship to School Property

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

### Disciplinary Steps

The following Discipline Policy shall be used to deal with incidents of negative behaviour against another person ("bullying" and/or disrespect against a person whether fellow student or teacher and/or school property). This does not apply to classroom management issues where teachers will continue to monitor and penalize minor infractions as a corrective teaching tool.

Students will be frequently reminded of our RESPECT Policy. All students are expected to comply with the RESPECT Policy. If students do not comply, disciplinary steps will be enforced.

Varying levels of discipline are applied for negative interpersonal behaviour in the sincere hope that with early parental involvement, healing takes place and more serious implications are avoided.

1. After an incident occurs, a gentle reminder of the rules and pointing out of how they are not following them will be given
2. If the previous step does not result in corrected behaviour, the child will be taken aside from the group and talked to more firmly about respecting others. During this time out period, students will have an opportunity to engage in sensory activities. This is done in hopes of students refocusing on their work.

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3. The student will then be brought back to the group
4. If the child is still continually disrespectful, parents will be consulted
5. If the child's behaviour is continually disrespectful for more than one week, parents will be required to meet with the teacher and/or principal to discuss what changes can be made to ensure the child is respectful
6. If the child is still disrespectful after meeting with the parents, the teacher, principal, and/or board of directors will consult to determine the course of action

It is our goal to not expel any students. This will only be taken in a severe instances where no other resolution seems feasible. Our goal is to provide education for students who have been expelled from other schools. For this reason, we will make every effort possible to ensure that your child remains in our school.

Immediately where a more serious incident (serious verbal or physical abuse) has occurred, the child will be removed from the group and will complete independent work until the end of the day. Parents will be notified immediately. The guardian and teacher will discuss what the appropriate measures will take place as a result of the serious offense. Appropriate measures include:

- Indoor recess for two or more days
- Independent work for the following day, or as long as the teacher and parent decide based on the occurred offense
- An apology letter written to the student or teacher/staff who was harmed

When student behaviour complies with the Code of Conduct, praise and encouragement should be freely given. However, when a student's behaviour does not comply with the Code of Conduct, disciplinary action must be taken. The Christian approach to discipline focuses on improving behaviour and developing self-discipline. In this process the student (and parents) are made aware of the need for a change in behaviour, and of the consequence necessary to facilitate the change. The ultimate goal of disciplinary action is positive behaviour and reconciliation on the part of the student.

At Riverdale students are encouraged to accept responsibility for their behaviour and to participate in the restoration and reconciliation process.

### **Time-Out Activities**

If the child continues to misbehave after two or three gentle reminders have been given, the child will be separated from the group. During this "time-out" or "break" time, the child will be encouraged to engage in sensory activities. Engaging in sensory activities aims to calm the child down and realign them on the work or activity they are completing.

The goal of time-out or break time is to encourage the child to redirect the behaviour and energy to be used for positive actions rather than negative.

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### Student Dress

The school's standard of dress code may be different than one parent or student's level of acceptance. The Riverdale dress code serves to provide guidance for you as you determine what your child should wear at Riverdale. The Riverdale dress code also establishes guidelines which we respectfully ask you to respect.

Clothing worn at Riverdale must be tasteful in appearance, suitable for school activities and weather. Student dress should reflect simplicity and modesty and exemplify cleanliness and neatness. Clothing should reflect that students are in a Christian learning environment.

#### Shirts and tops

- must be long enough to be tucked in (no midriffs showing)
- spaghetti straps are not permitted
- must have a modest neckline
- clothing must be free of inappropriate slogans, with the exception of a brand name

#### Pants

- must be worn no lower than the hips and must cover all underwear
- must not drag on the ground but may be rolled up to accommodate differences in shoe height

#### Shorts and Skirts (Gr. 4 & up)

- must be an appropriate length (mid thigh)
- spandex shorts are not appropriate

#### Accessories

- hats/hoods must be taken off when entering the school building
- must not promote an unacceptable life style

#### Footwear

- shoes and socks must be worn for Phys. Ed.
- shoes must be suitable for school life and worn at all times
- indoor footwear must be worn at all times in the school

Your co-operation is appreciated to ensure that your child arrives comfortably dressed in clothing suitable for a day of learning in a Christian school.

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### **General Rules**

1. Students should address teachers politely as Mr., Mrs., Miss, Sir.
2. Common rules of courtesy are to be emphasized.
3. The Christian qualities of love, respect and courteousness towards teachers and towards other students are expected behaviour. "Talking back" to teachers, insolence, cruel or excessive teasing, foul language or swearing, lying, destruction of property or other forms of negative behaviour will not be tolerated.
4. Certain rooms of the school are intended for the use of the staff members. These include the staff room, staff washrooms, supply and storage rooms and custodian's rooms. If a student needs to go to the staff room, or another classroom, rules of courtesy direct that he/she should knock politely and wait for a response.
5. Medicine will not be dispensed by the school unless the office receives permission from the parent.

### **Arrival, Dismissal, Recess**

Students should arrive no earlier than 15 minutes before the start of school at 9am.

1. Students riding bicycles to and from school must park their bikes in the designated area immediately upon arrival. Students must wear helmets. All students are expected to adhere to the rules of safety while on public roads travelling to and from school. In the interest of safety, it is recommended that students in JK - 3 not ride their bicycles unsupervised to school.
2. All students are to remain in the classroom during recesses and noon hours to participate in the physical activities. When there is an outdoor recess, all students will be required to go outside, unless an arrangement between the parent and teacher has been previously made.
3. A written note must be handed to the teacher, before classes start, requesting permission to leave the grounds. A note to the teacher or a phone call to the office will suffice for a doctor's or dental appointment.
4. Snowball throwing is allowed only under direct teacher supervision.
5. All garbage is to be put in the proper containers. Do not litter the school grounds. Students are to remain in the classroom to eat snacks.
6. Upon entering the school, students proceed directly to put on their indoor shoes.

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### **General Policies and Procedures**

#### **Attendance Policy**

Our attendance policy is developed to ensure flexibility for our students' families. While attendance is important, it is more so important that all students are dedicated to their studies and are working through their curriculum. Our days of allowed absences are as follows:

- 10 sick days between September and June are allowed. If unfortunate circumstances arise, a doctor's note is required for additional days.
- Family vacations are to be disclosed to the principal no less than one week prior to absence. This is to ensure time for re-arranging of your child's school schedule to ensure they will still be on track to finish the school year on schedule.
- Any absences for other reasons must be disclosed to the principal and teacher beforehand.
- Part-time students will have a separate schedule, as determined by the principal and parents.

Riverdale Christian Academy's 2018-2019 school year runs from September 4, 2018 until June 13, 2019. Students are expected to attend for the entire school year, unless arrangements are made with the principal.

Students are expected to be at school from 9:10am-3pm. If there is any reason as to why they cannot attend the entire day, the school must be notified beforehand. If you wish for your child to not attend the full day on a regular basis, a consultation with the principal is necessary to create a revised school schedule and plan for your child. It is our goal to ensure that your child is in a comfortable learning environment. We will do our best to accommodate your and your child's needs and wishes to make sure your child is receiving the best quality education they are able to.

Students will be expected to come and leave with their parent/guardian unless otherwise arranged with the school.

#### **Character Qualities**

Our school has one rule, that being respect. Respect for teachers, peers, others, and the school property is mandatory. Respect for your peers and others includes, but is not limited to:

- Treating them as you would have them treat yourself
- Being selfless
- Helping them when they are struggling with a lesson or activity
- Looking out for their wellbeing

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- Being quiet when you need to be quiet and listening
- Listening to their concerns and doing what you can to help solve them

Respect for your teacher(s) and principal include, but is not limited to:

- Listening to instructions
- Doing what is requested of you
- Treat them as you would want to be treated

Respect for the school property include, but is not limited to:

- Making your best effort to not damage or harm the property or building
- Helping to clean and care for the facility

## **School Day**

Riverdale's typical day is laid out in the following manner:

9:00-9:10: Student Drop-Off

9:10-9:30: Group Worship

9:30-10:30: Period 1: Formal learning

10:30-11:00: Break

11:00-12:00: Period 2: Formal learning

12:00-12:50: Lunch and Recess

12:55-1:30: Period 3: Educational Activity

1:30-2:00: Break

2:00-3:00: Period 4: Educational Activity

3:00: Dismissal

During each period, students will be given a guided choice as to what activity or task they will complete.

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*Our school day is subject to revision. Parents will be informed approximately two weeks in advance of the detailed daily schedule.*

*By 3:15, all students must be off of the church property due to liability regulations.*

\*School days are subject to change. Parents will be notified upon a significant change in the schedule.\*

### **Standardized Testing**

Riverdale does not participate in the provincial standardized testing (EQAO) in grades 3 and 6, as we believe our current grading system is sufficient and testing causes unnecessary stress for students. If you wish to have your child write an EQAO test, please contact the principal.

### **Grading System**

At Riverdale, we practice formative assessment. This means that students will be assessed by means of teachers evaluating student growth. Parents will be provided with comments on how their child is growing, what their child is struggling with, and what their child is accelerating at.

### **Anaphylaxis Policy**

The Riverdale Christian Academy mission statement states that we are committed to providing a supportive classroom community for each student. We seek to address a wide range of gifts, skills and challenges within the context of the body of Christ; a body called to exercise love.

It should be recognized that Riverdale cannot guarantee an allergen-free or risk-free environment, and that there is no legal responsibility in any jurisdiction to do so. However, in schools where anaphylactic students have been identified, school staff do have a legal responsibility to take reasonable measures to reduce risk.

*Please refrain from sending any foods containing nuts or traces of nuts to create a welcoming environment for all students.*

### **Volunteers**

All of our volunteers are required to complete a Vulnerable Sector Check. Only individuals who present a clean record will be permitted to volunteer with the students.

If you wish to be a volunteer, please contact the principal.

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### Payment

#### **Tuition**

Tuition is \$6,000 per year, per child.

Payments are due twice annually: September 4, 2018 and February 1, 2019.

Payments can also be made monthly with post-dated cheques dated the first of every month from September through June.

*A missed day/week does not excuse payment. Payment is used towards holding your child's spot, purchasing materials, and preparing lessons.*

#### **Registration Fee**

Riverdale's registration fee of \$50 per family is due upon signing of the registration form.

#### **Activity Fee**

An activity fee of \$125 per child is due September 4, 2018. This fee covers basic craft supplies as well as supplies for science experiments and other various small activities.

Additional activity fees may arise throughout the school year if we have field trips or special guests. Parents will be notified in advance of these special activities and whether a small fee is required for participation or not.

#### **Tuition Assistance**

Tuition assistance is available to families who are unable to afford our suggested tuition rate. If you need tuition assistance, please contact the principal who will discuss what an appropriate cost would be depending on your situation.

Because we offer subsidized tuition, we are seeking donations. If you are able to donate to the school to help other children receive Christian education, please contact the principal. Thank you.

### **What to Bring Everyday**

Items for students to bring daily include:

- Indoor shoes
- Snow suit, mitts, boots, etc in the winter
- Appropriate outdoor clothing
- Water bottle (reusable preferred)
- Lunch and snacks

### **Items to Bring for the First Day**

Items for students to bring on the first day and leave at school during the school year include:



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- Extra set of labelled clothes, in case of an accident or mess.
- No. 2 pencils (Stick with this classic to avoid classroom competition over whose writing utensil is the coolest — or most impractical.)
- Colored pencils
- A pencil sharpener (hand-held with a top to collect shavings)
- A large pink eraser (The old-fashioned ones do the best erasing.)
- Ballpoint pens
- A box of crayons
- Water-based markers
- Spiral-bound or composition notebooks
- Loose-leaf notebook paper

### **Organizational helpers**

Expensive folders with multiple pockets and zippers are often too bulky to fit in desks. Better to stick with more streamlined (and cheaper) models.

- A three-ring binder
- Pocket folders (If you get a folder with two pockets, label one “keep at home” and the other “bring back to school” to help your child organize his papers.)
- A box for storing items (Teachers recommend one that’s eight inches long by five inches wide by two inches deep to hold pencils, crayons, erasers and scissors.)
- Highlighters (These are probably unnecessary for kids in kindergarten through second grade.)
- Index cards, ruled and unruled (for making flash cards)
- A sturdy, supportive backpack

### **Craft materials**

Dioramas and other 3-D projects provide a hands-on learning experience for students. We recommend having these items available:

- Drawing paper
- Construction paper
- A ruler with English and metric measurements
- Glue sticks
- A four-ounce bottle of white glue
- Scotch tape
- A stapler
- Scissors (blunt ended for younger kids, pointed for older ones)
- Watercolor paints

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### Registration Process

Thank you for deciding to send your child to Riverdale Christian Academy. We hope your students enjoy attending. If you have any suggestions, concerns, or comments, please do not hesitate to contact us.

Our registration process is as follows:

1. Express interest that you would like to know more information
2. Fill out a registration form
3. Meet with the Principal to determine the best educational path for your

child(ren) If after these steps you decide to enroll your child(ren), the following steps are taken:

1. Registration form and curriculum are finalized
2. Any further questions are answered
3. Payment plan is determined
4. Students attend the first day on September 4, 2018!

*Please note that registration is not complete for the year until the first tuition payment has been received.*

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### Assessment Policy

Student, parent, and teacher will collaborate to establish learning goals for the school year.

Students are required to complete the expectations that are set out by A Beka Book's Scope and Sequence.

Parents will be informally informed on their child's progress to reach the goals regularly.

Parents will be formally informed on their child's progress as prescribed in the following table:

Primary / Elementary	
November	First Formal Written Report and conference with all parents (mid to end of November)
March	Second Formal Written Report and Conference • conference by request of student, parent or teacher - first two weeks of March
June	Final Written Report

Formal reports will be completed by gathering the data from assignments and tests/quizzes. Students will be assigned with a number (1 being lowest and 4 being highest). Each assignment will have a rubric. Here is a sample:

Level 4: Achieved more than what was required. Fully understands concepts.

Level 3: Completed the required work successfully. Fully understands concepts.

Level 2: Almost completed the work successfully. Still needs work to understand concepts.

Level 1: Attempted to complete the work. Needs more encouragement to understand concepts.

Formal reports will show the progress the student is making towards achieving the goals set at the beginning of the year.

Formal reports will be categorized by subject and each subject will be given a level.