



PARENT/GUARDIAN HANDBOOK

1.0 Statement of Faith

Sudbury Christian Academy (SCA) adheres to a statement of Christian faith (See 1.1 through 1.9) as defined by God's Word, the Holy Bible. This statement of faith includes general and specific elements of God's creation, Biblical authority, humankind's relationship to God, and Biblical principles of education.

1.1 We believe that there is one supreme, infinite, personal God. He is the God of creation and the God of revelation (Genesis 1:1; Revelation 1:1).

1.2 We believe Jesus Christ is the only Son of God, the mediator between God and man (John 14:6). He came to earth in human form, lived as man, was crucified, died, was buried, and physically rose from the dead on the third day (1 Corinthians 15:3,4).

1.3 We believe the Holy Spirit is the third person of the Trinity. He lives in every believer, enabling the believer to live a holy life. The Holy Spirit is the teacher and director of our daily lives (1 Cor. 3:16; 6:19; 2 Peter 1:21).

1.4 We believe that the Bible is the authoritative, authentic, complete Word of God. It is the complete revelation of God concerning all matters of faith, truth, and practice (2 Tim. 3:16).

1.5 We believe that humans were created in God's image as man and woman, with distinctive identities and roles (Gen 1:26,27). All human beings are born in sin. Man is accountable to God for his actions in relationship to God's absolute standards. Thus, mankind's greatest need is reconciliation with God through rebirth, the gift of God's grace through faith in the person and work of Jesus Christ. Marriage is a picture of Christ's relationship with the church (Gen 2:24; Eph 5:28-33) and is thus sanctified. Man's purpose is to worship God (John 4:23,24).

1.6 We believe that the education of children rests primarily with the family -- as God's chief social institution of health, education, and welfare -- and then, by extension, with the Christian church and the Christian school. Thus, the three institutions work together to achieve the goals that God has set out in Scripture (Deut. 4:9; 6:7; Psalm 78:6-8; 1 Sam. 3:13).

1.7 We believe that the foundation upon which knowledge is built is one of faith and virtue as taught by the authoritative Word of God. This knowledge must not be merely separated into academic subjects, but studied in full integration with the Word of God. It must illustrate scripture and lend itself to practical application in the lives of students (Psalm 119:9).

1.8 We believe that children must be taught that the wisdom of God is the desired goal for their lives. This wisdom comes from gaining knowledge of God's holiness, from responding to situations from the perspective of God's principles as set out in scripture, from seeing levels of conflict, and from discerning underlying causes (Prov. 3:13; 23:23; Col 2:2,3).

1.9 In John 14:6, Jesus states that HE is THE WAY, THE TRUTH, and THE LIFE. With this in mind, all teaching must be delivered as part of the total truth of God. The unity of natural and special revelation must be brought forward. The truth in science, history, mathematics, art, literature, and music belong just as much to God as truth in religion. God is the author of truth and therefore any truth that is genuine can be traced back to God and His Word. Since

God's Word is truth, biblical truth embraces all truths, and nothing is true outside the scope of Biblical truth.

2.0 Mission, Vision, Theme, and Purpose

2.1 All our endeavours at Sudbury Christian Academy (SCA) will aim to fulfill our mission: “To provide a Christ-centred environment that fosters academic excellence where all students reach their full potential.”

2.2 All our endeavours at Sudbury Christian Academy (SCA) will serve to realize our vision: “To instil a Christian worldview in tomorrow’s leaders.”

2.3 Our theme verse is “Train a child in the way he should go and when he is old he will not turn from it” (Proverbs 22:6).

2.4 The purpose of Sudbury Christian Academy is to educate the whole child, by 1) Providing the highest level of academic instruction and training as a basis for secondary and post-secondary education; 2) Leading each child to an understanding of God’s plan of salvation and Biblical values; 3) Encouraging each child to relate to parents, staff, and fellow students with love and mutual respect; and 4) Giving each child opportunity for physical development and exercise in both competitive and non-competitive events.

3.0 Administration, Teachers, and Staff

3.1 SCA is administered by a Board, which consists of no more than seven (7) members voted in by the membership of SCS Inc., and no more than two (2) ex-officio nonvoting members (Directors) representing each of SonRise Preschool and Sudbury Christian Academy (SCA). The SCS Inc. Board includes the following positions/portfolios: Chairperson, Vice-Chair, Treasurer, Secretary, Advertising, and Curriculum. Each board member recognizes this service to be a central part of his or her life, and each is in complete agreement with the Statement of Faith (see Section 1.0).

3.2 The Principal of SCA is the administrative head of the Academy, with responsibility for the day-to-day operation of the school, including academic leadership, supervision of teaching faculty, discipline of students, and implementation of SCA policies.

3.3 All teachers and staff members of SCA are qualified spiritually, academically, morally, and physically for their assignments. Each teacher recognizes this service to be a central part of his or her life, and each is in complete agreement with the Statement of Faith.

3.4 Our teachers are dedicated Christians, devoted to the task of training each child within a Christian environment. Each teacher recognizes this service to be a central part of his or her life, and is in complete agreement with the Statement of Faith.

4.0 Student Qualifications

4.1 Before a student qualifies for enrolment in SCA, it is first necessary that the parent(s) or guardian(s) are in agreement with the purpose, the policies, and the standards of the school.

4.2 It should be understood by the parent(s) and by the student(s) that it is a privilege for the student(s) to attend SCA; attendance is not a right.

4.3 Students applying for enrolment in SCA must be capable and willing to maintain the spiritual, academic, and social standards of the school. The parent(s) must be willing to encourage, support, and discipline the student(s) to meet these goals.

4.4 Student(s) must be of good character, attitude, and behaviour. Gross or continual misconduct will not be tolerated.

4.5 No student will be refused admission due to gender, ethnicity, culture, or religion. Prior to acceptance, however, those families whose personal beliefs and values do not agree with the beliefs and values of SCA must agree to allow the school to teach, and to otherwise express, said beliefs in the presence of their child(ren).

5.0 Application and Acceptance

5.1 Parents interested in SCA should first complete the Application for Admission form, and hand it in to the school office.

5.2 Both the parent(s) and the prospective student(s) will be required to attend an admissions interview after the General Agreement form has been received. Following the interview, the parent(s) will be notified of the acceptance or the rejection of the application.

5.3 No student meeting or exceeding SCA's grade four level will be exempted from the interview process; his/her general aptitude and personal attitude towards enrolment at SCA must be assessed before admission will be considered.

5.4 SCA reserves the right to deny or revoke admission for due and justifiable cause, to be determined on a case-by-case basis at its discretion.

6.0 Church Attendance

6.1 The Bible teaches both by instruction and by early church example that Christians should gather together on Sunday for worship, instruction in the Word, and for fellowship. We therefore encourage parents and students to attend church weekly.

7.0 Curriculum & Homework

7.1 Curriculum which is academically sound and compatible with our Christian beliefs will be established by the curriculum committee. Our overall objective is to prepare graduates for high school expectations as set out by the Ontario Ministry of Education.

7.2 Textbooks and materials will be selected which are appropriate for study in a Christian environment. An outline of material, publishers being used for various grades and/or details of course content may be obtained from the teacher or the principal.

7.3 Systematic Bible teaching will take place within the classroom as well as a weekly chapel service. Both are compulsory for all students.

7.4 Various instructional methods including direct teaching, cooperative learning, small group discussions, and guest speakers will be utilized by the teachers.

7.5 **Homework** is recognized by Sudbury Christian Academy as a valuable part of the student learning experience. We believe that instructional time alone is insufficient to accomplish our curriculum objectives as a high academic achieving educational institution. Homework strengthens specific skill areas, enables students to complete unfinished classroom work, and facilitates special enrichment and research activities. We believe that homework

- Develops student responsibility and self-discipline
- Promotes student ability to work independently
- Encourages good study habits
- Broadens the student learning experience
- Keeps parents engaged with the school program

7.6 Frequency and quantity of homework is based on grade level, with the understanding that every student learns at a different rate and/or devotes different amounts of time to school projects based on personal goals, expectations, and work habits. Further, special projects (e.g. science fair) may require more time than that which is typical. Notwithstanding, the following amounts of homework may generally be expected:

- **JK-SK:** An average of 10-20 minutes per night, mainly reading time with parent/guardian
- **Grade 1-2:** An average of 20-30 minutes per night, plus independent reading time
- **Grade 3-4:** An average of 30-40 minutes per night, plus independent reading time
- **Grade 5-6:** An average of 40-50 minutes per night, plus independent reading time
- **Grade 7-8:** An average of 50-60 minutes per night, plus independent reading time

Parents are encouraged to communicate directly with their child's teacher to find a reasonable solution if homework times regularly exceed these recommended ranges.

7.7 Parents are encouraged to establish quiet homework zones for their children, ensuring adequate lighting and seating, easy access to references and supplies, and a minimum of interruptions and distractions (e.g. television, radio, popular music, video games).

8.0 School Hours and Closings

8.1 Each day of instruction begins at 08:30 Students are required to arrive by 08:15 so they can be in class and ready to begin at 08:30.

8.2 Students will be supervised at no additional cost from 08:00 until 15:15. The school provides optional before- and after-school supervision, but costs will accrue at the expense of the parent/guardian. All parents must fill out a before- and after-school care form (part of

the application package) and return it to the main office; parents will only be billed if the service is used, whether intentionally or by failing to pick up the student on time.

8.3 There will be a 30-minute lunch break from 12:00 to 12:30 each day prior to afternoon recess. Students must bring a lunch to be eaten in the classroom under supervision. Students in 5-8 may be dismissed for recess as early as 12:20 at the teacher's discretion.

8.4 If students plan to leave the school property prior to 15:00 for whatever reason (including lunch), the parent/guardian must report to the main office to sign the student out. Upon returning to the school, the parent must sign the student back in at the main office. This is intended for student safety and security.

8.4 In the rare event that school will be cancelled for the day, a notice will be sent out by email to all SCA families, and posted on the SCA Facebook page by 07:00. If no announcement is made, it may be assumed that the school is open as usual, but low attendance due to extreme weather may warrant a non-academic activity day.

8.5 The last Monday of every month is early dismissal at 14:30. The After-School Program will begin (and program costs will apply) beginning at 14:45.

9.0 Lateness and Absence

9.1 Late Arrival

Morning lineup begins promptly at 08:15 a.m. Any arrival after 08:30 is considered late.

9.1.1 If students arrive to school after 08:30, they must report to the main office for a late slip before proceeding to class.

9.1.2 Lateness may be excused for the following reasons: illness, doctor/dentist appointments, and severe weather conditions.

9.1.3 Regardless of the reason, late arrivals must be accompanied by a signed note of explanation or sign-in at the main office by parents.

9.1.3.1 Recurring unexplained lateness may warrant discipline (i.e. detention).

9.2 Absence

Students are expected to attend class every school day; unexplained absence will be considered truancy (i.e. skipping).

9.2.1 The school requires a call from a parent no later than 10 a.m. if a student will be absent for any reason. Otherwise, the school office will call after 10 a.m. to verify the student's location and condition.

9.2.2 For any planned absences (e.g. appointments), the student must bring a note from his/her parent/guardian to the main office beforehand. It is also the responsibility of the student to speak with his/her teachers to make them aware of his/her upcoming absence and to find out what work will be missed.

9.2.3 Missed tests, presentations, evaluations, and exams may not be recovered or retaken without a signed note of explanation from a parent/guardian. Missed tests, presentations, evaluations, and exams may be modified and/or written in the principal's office, at the teacher's discretion.

9.2.4 Once a student arrives at school, he/she is in the school's care and will not be allowed to leave before dismissal time without permission from the school office. Should it become necessary for a student to be sent home due to illness or some other reason, the school will contact the parent and/or the emergency contact to pick up your child(ren). Please note that all students must be signed in/out at the school office should it be necessary for them to leave during the school day.

9.2.5 Parents should try to schedule all medical appointments outside of school hours. However, if it is necessary for a child to be taken from school before dismissal, a note must be given to the teacher. No student will have permission to leave unless accompanied by a parent or guardian and they are signed out at the school office.

9.2.6 Parents are encouraged not to take their children out of school for extended periods of time to go on holidays. Experience has shown that this practice can set students back substantially in their academic progress. Should any parents decide to take their children out of school for holidays, they should advise their child's teacher at least two weeks in advance and would be expected to keep up with the curriculum as the teacher is not obligated to spend extra hours to "catch the child up" to current levels of instruction.

9.3 Sickness

Sudbury Christian Academy defers to guidelines and legislation published by the Sudbury District Health Unit (SDHU) on matters of health and sickness. When in doubt, please consult the main office for SDHU guidelines pertaining to school attendance while sick. Some of the most common illnesses and corresponding guidelines include the following:

9.3.1 Conjunctivitis Bacterial (Pink Eye) – The student should be examined by a physician, and may not return to school until having been treated with antibiotics for at least 24 hours.

9.3.2 Gastroenteritis (e.g. nausea, vomiting, diarrhea) – The student may not return to school until 24 hours after symptoms have ceased. If at school, student must be picked up in a timely fashion. If symptoms return after 48 hours, the student should be examined by a physician.

9.3.3 Common Cold – Symptoms may include runny nose, sore throat, cough. Students are encouraged to remain at home to rest and prevent the spread of infection, but may return to school if they are well enough to participate in regular daily activities, including recess and physical education.

9.3.4 Influenza – Symptoms may include runny nose, sore throat, cough, body aches, fever. Students are strongly encouraged to remain at home to rest and prevent the spread of infection, but may return to school if they are well enough to participate in regular daily activities, including recess and physical education.

9.3.5 Streptococcal Infection (Strep Throat) – The student should be examined by a physician, and may not return to school until having been treated with antibiotics for at least 24 hours.

10.0 Student Conduct and Discipline

10.1 Basic Principles

10.1.1 Conduct guidelines have been established to help build character and to help develop a healthy learning atmosphere. Misbehaviour left unchecked disrupts the learning process for others and it diminishes respect for the teacher, for the Academy and for the material being taught.

10.1.2 In setting some necessary rules, we are trying to communicate the principle that freedom is dependent on each of us accepting some responsibility. We want to teach a healthy respect for the authority of the teacher, a respect which is fostered by mutual love.

10.1.3 We also seek to reinforce Biblical principles through rules, rewards, and discipline.

10.1.3.1 By establishing rules we recognize that our sin nature makes rules necessary (Romans 3:23, Jeremiah 17:9).

10.1.3.2 By teachers recognizing good behaviour, we reinforce the truth that God rewards obedience in His children.

10.1.3.3 By lovingly disciplining students, the teacher reinforces the principle that love results in discipline when needed (Heb. 12:6-7). It further teaches that there are consequences to our actions.

10.1.4 One of the most important Biblical truths that will be taught is that obedience to God comes out of a love for God.

10.1.5 We believe that parents have the primary responsibility for discipline of the child and the school will not spend a disproportionate amount of time dealing with discipline problems. Good communication between the parents and school is essential.

10.2 Rules of Good Conduct

10.2.1 There is to be no running or excessive noise in the hallways.

10.2.2 Food and beverages will be consumed only in designated areas.

10.2.3 Permission must be obtained from the office for all phone calls. Only the school office phone will be used.

10.2.4 There is to be no gum chewing in the school.

10.2.5 Students may not engage in hand-holding, kissing, or inappropriate touching.

10.2.6 Students may not possess or wield any sort of weapon on school property. To do so may result in immediate expulsion and/or involvement of law enforcement officers.

10.2.7 Students are expected to demonstrate Christian standards of morality and attitudes of honesty, courtesy and kindness at all times.

10.2.8 Students must not leave the school grounds without permission from their parents and the school office except when dismissed at the end of the day. If students must leave during school hours, they must be signed out by the parent and/or guardian at the school office.

10.2.9 Students must at all times demonstrate respect for their teachers and other school personnel in both action and word. Responses are to be courteous. (Teachers will also address students with respect).

10.2.10 Students will leave the building immediately when dismissed at the end of the day. In the case of inclement weather, students will remain in the gymnasium. Parents should pick up their child at the gymnasium. At 3:15 pm those students remaining will be signed in with the After-School Program coordinator and applicable charges will be billed to the parent.

10.3 Bullying

Bullying is most simply defined as a physical or verbal attack that devalues another person. There are a great many possible scenarios involving bullying within a school setting. Bullying shares common aspects in every school culture. Tactics such as intimidation, harassment, violence, gossip, rumours, and threats all contribute to a negative environment where learning takes a backseat.

Bullying is sometimes difficult to identify as it requires evidence of both intent and effect and can be difficult to discern from normal relationships between students. Bullying occurs when a person or group is intimidated, frightened, excluded, hurt, or discomforted by a pattern of behaviours directed at them by others (Greg Griffiths, *Bullying in Schools – The Hidden Curriculum*, 2003). It is helpful to see bullying not in terms of a defined range of actions, but by the impact that a pattern of action has on the victim. The action itself may or may not indicate bullying is occurring but the response of the recipient does. Further, bullying requires repeat or ongoing patterns of action. A single incident of inappropriate behaviour will be followed up in line with the standard discipline policy and do not constitute bullying for the purposes of this policy.

The following actions on an ongoing basis may constitute forms of bullying:

- Physical aggression (including but not limited to hitting, punching, kicking)
- Teasing or verbal abuse (including but not limited to putdowns, insults, trash talk, name calling, or prejudicial remarks)
- Unjustified exclusion from activities or friendship groups*
- Gossiping or slandering
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission

- Threatening gestures, actions or words
- Written or electronic (e.g. e-mail, social media, photo, video, internet messaging, chat rooms, blogs, mobile phone) messages that contain threats or insults, whether directed at the victim or for mass viewing by peers or public.

While electronic communications might appear to fall outside the immediate purview of the school's authority, the effects of electronic bullying follow students into the classroom, and affect day to day student relationships within the school. As much as possible, the school will involve itself in mitigating the effects of electronic bullying by and/or of our students. Consequences will apply as with any other form of bullying, with the goal of reconciliation.

*To avoid the appearance of exclusion, birthday party and other personal event invitations may not be distributed at school unless the student chooses to invite his/her entire class; if students wishes to invite a select few classmates, then that is their prerogative, but invitations in that case must be distributed off school property. School property shall be defined as anywhere in the school building, on the playground, or in the parking lot.

10.3.1 Rationale for anti-bullying policy

Sudbury Christian Academy's response to bullying is based on the pattern of relating to one another taught in the Bible. God intended for us to live together in a way that acknowledges differences and accept others because we are all made in God's image. As a result of sin, our relationships with each other are not always the way that God would have them. One example of unhealthy relationships is bullying. The Bible encourages us to work at building healthy relationships:

- "Therefore, whatever you want men to do to you, do also to them, for this is the Law and the Prophets" (Matthew 7:12).
- "If it is possible, as much as depends on you, live peaceably with all men" (Romans 12:18).
- "This is My commandment, that you love one another as I have loved you" (John 15:12).
- "... bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do" (Colossians 3:13).
- "Therefore comfort each other and edify one another, just as you also are doing" (1 Thessalonians 5:11).

Bullying, by its nature, and the hurt that it causes must be addressed to if we are to promote and encourage Biblical relationships. Because we live in a fallen world, and the effects of this are sometimes worked out in bullying, our policy must deal not only with the bullying itself but also in building strategies for resilient responses to bullying behaviour, including forgiveness, appropriate reactions, and the promotion and development of positive relationships and a supportive, caring school culture. Our policy is based on the principle that bullying is not acceptable at SCA, that we look after each other here, and reflects a firm commitment to acknowledge and deal with bullying strongly when it occurs.

10.3.2 Objective of anti-bullying policy

The aims of Sudbury Christian Academy's anti-bullying policy are:

- To stop the bullying behaviour
- To rebuild relationships based on a Biblical pattern
- To develop appropriate social skills and attitudes in the victims, perpetrators, and witnesses of bullying
- To promote and reinforce at every opportunity a Christian ethos of care and respect for each individual
- To help staff identify bullying when and where it occurs
- To provide clear procedures to deal with bullying
- To support and restore those who have experienced bullying

10.3.3 Responsibilities under anti-bullying policy

Effective management of bullying involves acceptance of responsibility by the following groups:

10.3.3.1 STUDENTS

- Students being bullied should report it to staff, parents, or a trusted adult
- Students who are aware of bullying should report it to a teacher
- Students should take appropriate steps to discourage or prevent bullying
- Students should be willing to resolve bullying situations, employing forgiveness and some change in behaviour

10.3.3.2 PARENTS

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the school.
- Parents need to accept that the whole story may be quite complex and to trust the school to resolve
- Bullying matters according to the aims and procedures set out.
- Parents not satisfied with the action taken may refer the matter to the principal; the principal's ruling shall be considered final; any appeals to the board must be made in writing, outlining all details of the concern, and be signed by the parents and guardians

10.3.3.3 FACULTY & STAFF

- Non-teaching staff should refer all allegations of bullying to the principal
- Teaching staff should establish whether an alleged incident is isolated or is an ongoing pattern of behaviour (i.e. bullying)
- Teaching staff are to refer to the principal all cases of suspected bullying (i.e. ongoing behaviour). This will be done in a timely manner (within 1 school day of becoming aware)

10.3.4 Procedures in the event of bullying

10.3.4.1 STUDENTS

When witnessing or hearing about a bullying incident,

- Inform a member of school staff (e.g. the principal, a teacher) or a parent at the earliest opportunity
- If the bullying incident occurs in your presence or amongst your friends, encourage the bullying to stop, and inform a member of school staff at the earliest opportunity
- If the bullying is occurring against you, walk away and report it immediately

10.3.4.2 PARENTS

- Upon being informed of a bullying incident as defined above, report it to the school principal by telephone or email as soon as possible

10.3.4.3 FACULTY & STAFF

When seeing or hearing of a bullying incident,

- If it is an unprecedented occurrence by the individual, take the perpetrator aside at the earliest opportunity and advise them that their behaviour is bullying as defined by the school policy and inform them that if it continues they will be sent to the principal where they will be disciplined, and that a report to their parents/guardians will follow.
- If there are any bystanders or witnesses to the incident, encourage them to stick up for the victim and to inform the perpetrator that they are bullying the victim.
- Inform the Principal as quickly as possible of the incident indicating what type of bullying occurred, who was involved, and when and where it happened.
- If it is an offence that has occurred previously, speak to the individuals involved and have them report to the Principal at the end of the day.

10.3.4.4 PRINCIPAL

- Meet with the individual reporting the incident
- Meet with the victim, perpetrator, witnesses, and individual reporting the incident
- Ensure the information discussed is documented

- Ascertain the seriousness of the offence
- Determine appropriate consequences for the offence
- Relay the consequences to all individuals involved
- Document the results in the victim and perpetrator's student records
- Inform the parents/guardians of the victim and perpetrator of the occurrence in writing by email or formal letter, as appropriate for the final determination
- Retain a copy of the email/letter in the student's file

10.4 Discipline Policies and Procedures

10.4.1 In-School Discipline

10.4.1.1 Disruptive students may be directed to serve a 5-minute time-out during class time in the nearest classroom, preferably one grade level up or down. For safety reasons, students shall not be left unsupervised in the hallway or in empty rooms.

10.4.1.2 Teachers are authorized to assign detentions as deemed appropriate by age and circumstance. The classroom teacher will notify the parents of the student through the MySchool Management discipline notification tool by end of day of occurrence of behaviour.

10.4.1.3 Teachers may provide students with no more than three warnings per day for detention-worthy omissions or offences. Warnings may be recorded privately for the teacher's tracking purposes or displayed for the students' tracking purposes using a discreet and egalitarian system (e.g. traffic lights, warning cards, demerit board). Less than three warnings at the end of a school day shall return to zero by the start of the next school day, so that each day is a new beginning.

10.4.1.4 Detention may be used as a corrective measure for accumulation of all manner of mild infractions such as (but not limited to):

- speaking out of turn
- showing up unprepared for class
- ignoring teacher's/supervisor's directions
- rough/hands-on play (e.g. pushing, shoving)
- dangerous/violent play (e.g. throwing rocks or snowballs)
- violation of school policies (e.g. Electronics Policy)

Or for early occurrences of behavioural issues including (but not limited to):

- profanity
- lying
- cheating
- defiance/disrespect

- foolish jesting
- temper tantrums
- intimidation

10.4.1.5 Detention will be served in a designated classroom or the main office during recess. The student will bring homework, or work will be assigned.

10.4.1.6 Detention time is 15 minutes for the first offence, 20 minutes for the second, and the full recess period (30 minutes) for the third.

10.4.1.7 A formal letter may be addressed to the student's parents by the principal to underscore the seriousness of certain behavioural infractions, and will be accompanied by a graduated punishment in accordance with the discipline policy.

10.4.2 On-site Suspension

Once a student has accrued three detentions, but before resorting to off-site suspension, SCA may choose to detain a student for the full school day in the principal's office. The teacher will provide work for completion, and the student will remain under constant supervision.

10.4.3 Off-site Suspension

Students can be suspended from SCA by the Principal, in conference with the student's teacher(s) and parent(s).

10.4.3.1 Suspension will be assigned for the serious occurrence or persistence of profanity, lying, fighting, cheating, defacing of the property of others, disrespect, defiance, stealing, hatred, rebellion, cruel pranks, temper tantrums, intimidation violence, uttering threats, bullying, or similar behaviours.

10.4.3.2 Suspensions are considered to be "open-ended" pending an observed or demonstrable change in behaviour, and only if a plan of accountability is agreed upon by all parties involved.

10.4.3.3 When a suspension is assigned, the Principal will arrange a meeting 1-3 days into the suspension involving the teacher of the student, the parents or guardian, and his/herself. At this meeting, a mutually accepted proposal for improvement to satisfactory levels must be adopted or the open-ended suspension will continue.

10.4.3.4 If the behaviour that resulted in the suspension reoccurs, and/or if the behaviour is of a serious nature, then the student may be expelled.

10.4.4 Expulsion

Expulsion is reserved for serious and/or repeat offences. Expulsion means that a student is not allowed to attend any school activities for the remainder of the term or the school year. The student is removed from class lists and entered into our Trillium Database as Expelled. The Principal meets with the student and parents to inform them of the decision to expel the student. The Principal will issue an Expulsion Letter to the parents; a copy of this letter will

be placed in the student's Ontario School Record (OSR) which will later be forwarded to the student's new school.

Student who are expelled will be eligible to re-apply for admission the following academic year. SCA reserves the right to reject any application at its discretion.

10.4.4.1 Expulsion will be incurred for engaging in, or encouraging others in, any of the following: use of alcohol, illicit drug use or possession, immoral conduct, possession of pornography, vulgarity, smoking, possession or use of a weapon, or similar activities.

10.4.4.2 The decision to expel a student will be made solely by the administration after examination of all records pertaining to the student's conduct, and consideration of the results of efforts to deal with the situation.

10.4.4.3 A student will be expelled if the attitude of the student or the parent/guardian is irreconcilable with the mission of the school, or if the conduct of the student or the parent/guardian, or lack of effort towards a change in behaviour, makes it inadvisable for him/her to remain.

11.0 Academic Penalties

11.1 Plagiarism

Plagiarism is the conscious or obvious attempt of a writer to convince his/her reader that the words or concepts unique to another writer are his/her own. There is nothing wrong with using someone else's words or concepts as long as quotations appear in quotation marks and credit is given to the original writer. In addition, the majority of content is to be in the student's own words. The teacher will notify the parent, usually by phone, if the student is proven to have plagiarized. Students are required to re-do the assignment/project within a week if the teacher so allows. Otherwise, the grade for the assignment will be zero.

11.2 Late Assignments

Assignments submitted past the assigned due date will be subject to a 10% penalty per school day. Teachers will only make exceptions if the student was legitimately unable (e.g. due to illness) to complete the assignment. A doctor's note or other form of substantiating evidence may be required at the teacher's discretion to warrant an extended due date.

12.0 Uniform Policy

12.1 Introduction

The school uniform policy governs all articles of clothing including jewelry and accessories. All students are expected to wear the Sudbury Christian Academy uniform (purchased by the parents) from R.J. McCarthy's (1955 Lasalle Blvd, Sudbury, ON). Any articles that might be interpreted as derogatory, controversial, or offensive are prohibited at the principal's discretion.

12.2 Enforcement of uniform code

Uniforms will be inspected every day during attendance or morning devotions. Each offence will result in a uniform violation slip sent home. It is to be signed by the parent/guardian and returned to the school. A second uniform violation will also result in a phone call to the parent/guardian to either deliver the student's uniform to the school, or to pick up the child from the school. If the parent/guardian is unable to do so, then the student may be required to complete his/her work in the main office area, or to wear a secondhand uniform from the basement rack if one is available. A third uniform violation will result in a similar protocol to the second, accompanied by a \$30 fine payable to Sudbury Christian Schools, Inc. A fourth uniform violation will again result in a similar protocol, accompanied by a \$40 fine. A fifth uniform violation will again result in a similar protocol, accompanied by a \$50 fine. Failure to pay uniform violation fines by the invoice due date may result in revocation of enrolment.

12.2.1 Rationale for uniform code

Sudbury Christian Academy believes that adherence to uniform policy is a form of discipline, teaching students to follow simple rules of order. Consistent adherence to uniform policy also levels the social playing field between students, ensuring a greater degree of equality between students, so cliques do not form based on styles of clothing. Enforcement of uniform policy, therefore, is enforcement of rules of order and student equality, and shall be taken seriously by the entire SCA community.

12.2.1.1 Penalties for failing to adhere to the uniform policy are directed at both students and parents/guardians, as both are responsible to ensure that students are delivered to school in proper attire.

12.2.1.2 As a demonstration of grace, uniform violation counts will return to zero at the start of each new term. Any outstanding uniform violation fines from the previous term, however, must still be paid by the invoice due date.

12.3 Girls' Uniforms

12.3.1 Hair must be neat and modest. Hair colour is permitted, but it must be considered a "natural" shade (blonde, auburn, brown, black, etc). No extreme hairstyles or colours will be allowed in school.

12.3.2 All girls are expected to have a Formal Uniform consisting of the following items from R.J. McCarthy's: kilt (for all girls) or tunic (tunic can be worn instead of the kilt for girls in grades JK-4); vest with SCA logo; navy knee socks/tights (not required to purchase from R.J. McCarthy's); black dress shoes (not required to purchase from R.J. McCarthy's); and, a plain, white, collared blouse (not required to purchase from R.J. McCarthy's). Formal uniforms are required on chapel days, field trips, and any public appearances.

12.3.3 On all other school days, any of the following items from R.J. McCarthy's may be worn: SCA embroidered navy or white polo shirt; SCA zippered polo sweatshirt; SCA microfibre vest; pants;skorts/shorts; white/navy tights/socks (not required to purchase from R.J. McCarthy's).

12.3.4 Girls may wear small gold/silver hoops or studs and to a maximum of two (2) per ear. A thin, gold or silver necklace or bracelet may be worn by boys or girls. Small gold or silver rings may also be worn as well as a simple watch. No other jewelry is permitted.

12.3.5 Excessive or dark make-up or nail polish is not permitted at school.

12.3.6 On non-uniform days, girls must not wear the following: form-fitting (i.e. skin-tight) clothes, clothes that expose the mid-section, tank tops, short skirts/shorts, and clothing that bears any offensive language or images.

12.3.7 On swimming field trips, bathing suits must be either one-piece or covered by a t-shirt.

12.3.8 Hooded sweatshirts and jackets may not be worn to class, as this defeats the purpose of the uniform worn underneath. If the student finds the classroom environment too chilly, then she may select an official SCA sweater or the SCA microfibre vest.

12.4 Boys' Uniforms

12.4.1 Hairstyles must be neat. Boys' hair length must be above the collar in the back and above the eyebrows in the front. Hair dyes are permitted, but they must be recognized as a naturally occurring shade (e.g. blonde, auburn, brown, black). Extreme hairstyles and/or colours are prohibited.

12.4.2 All boys are expected to have a formal uniform consisting of the standard items from R.J. McCarthy's: vest with SCA logo; pants; tie; plain, white, collared Oxford shirt (not required for purchase from R.J. McCarthy's); navy socks (not required to purchase from R.J. McCarthy's), and, black dress shoes (not required for purchase from R.J. McCarthy's). Formal uniforms are required on chapel days, field trips, and any public appearances.

12.4.3 On all other school days, any of the following items from R.J. McCarthy's may be worn: SCA embroidered navy or white polo shirt; SCA zippered polo sweatshirt; SCA micro-fibre vest; pants; shorts; white/navy socks (not required to be purchased from R.J. McCarthy's).

12.4.4 Boys may wear one small stud or hoop earring. A thin, gold or silver necklace or bracelet may be worn by boys or girls. Small gold or silver rings may also be worn as well as a simple watch. No other jewelry is permitted.

12.4.5 Make-up or nail polish is not permitted for boys at school.

12.4.6 On non-uniform days, boys must not wear the following: form-fitting (i.e. skin-tight) clothes, clothes that expose the mid-section, tank tops; short shorts, and clothing that bears any offensive language or images.

12.4.7 On swimming field trips, boys must wear trunks, not brief-style shorts.

12.4.8 Hooded sweatshirts and jackets may not be worn to class, as this defeats the purpose of the uniform worn underneath. If the student finds the classroom environment too chilly, then he may select an official SCA sweater or the SCA microfibre vest.

12.5 Gym Uniforms

All students in grades 5 through 8 must wear gym uniforms daily -- not their regular uniforms -- comprised of white t-shirts, navy blue shorts, and indoor sneakers. All students of all grade participating in after school sports (e.g. track & field) must also wear the gym uniform. Non-compliance of gym uniform policy will result in enforcement of the general uniform policy.

13.0 Respect for Property

13.1 Facilities

13.1.1 SCA is located in the facilities of Glad Tidings Church (GTC), 1101 Regent Street South, Sudbury, ON.

13.1.2 Parents are welcome to visit the Academy before and after enrolment. When visiting a class for any reason, please report to the Principal and/or the Secretary first rather than going directly to the classroom. Homework, books, lunches, etc., may be left in the office to be received by the students at the next recess.

13.1.3 The telephones are business phones and may be used by students only in the case of an emergency, and with the permission of a teacher or office staff.

13.1.4 The church expects SCA to take good care of the facilities that have been provided. Paper and trash must not be dropped or thrown on the floor or the church grounds. Each room should be clean and tidy at the end of each day.

13.2 Equipment

13.3.1 Students must take care in the use of school equipment, including (but not limited to) gym equipment, desks, chairs, and tables. Students must never

- mark table or desk tops
- misuse gym equipment
- sit on tables or desk tops
- mark any wall, floor, door, window, etc
- misuse washroom facilities

13.3 Textbooks

13.3.1 Students are responsible for their assigned textbooks. At the end of the school year, all textbooks must return in the same condition in which they were received.

13.3.2 Students must cover and otherwise protect any textbooks that go home with them. This precaution ensures that the books will last for years to come. Brown paper grocery bags are acceptable. Newspaper or adhesive covers are NOT ACCEPTABLE.

13.3.3 Students are not permitted to write in their textbooks. Graffiti and/or writing of any kind in the textbook – including for study purposes – is strictly prohibited.

13.3.4 Students must not share their assigned textbooks. When students receive their textbooks, they become the sole proprietor, answerable to SCA. When students return their textbooks at the end of the school year, they must return the books with their assigned number.

13.3.5 Students must report all lost or stolen textbooks to their teacher immediately. If the textbook is not found, the teacher will report the lost or stolen textbooks to the school office as soon as possible, and the student will incur any replacement costs. In the event that a lost or stolen book is found in good condition after replacement, the student will receive a 50% refund for the replacement cost. (Note: The remainder of the replacement cost in the latter instance will be incurred by SCA as a show of good faith despite the expense.)

13.3.6 Any failure to meet the first five conditions will result in penalties. These penalties might include SCA withholding additional textbooks, student report cards, and/or student transcripts until replacement costs are paid in full.

13.4 Personal property

13.4.1 It is extremely important that students properly label or in some manner identify those articles used at school that are their personal property (including uniform items). Lost articles will be disposed of if not reclaimed within an appropriate time. Items of value should not be brought to the Academy. We will not accept responsibility for these items if they become lost or stolen. We reserve the right to confiscate any personal property that may interfere with school or classroom procedures.

14.0 Field Trips

14.1 A field trip is an off-site excursion designed to enhance student learning. Field trips are organized and supervised by staff members, and require transportation either by bus or by volunteer drivers. Sudbury Christian Academy field trips will

- Ensure appropriate safety measures for all participants;
- Accommodate students in accordance with school policies and procedures;
- Consider age appropriate travel time

14.2 The supervising adult-to-student ratios will be as follows:

- JK/SK to Grade 4: One (1) adult for every seven (7) students
- Grades 5 to 8: One (1) adult for every ten (10) students

14.3 The following items will be taken on every field trip (confirmed by checking off on the Teacher Field Trip Form):

- First Aid kit (or direct access to one at the field trip site)

- Established form of communication (i.e. cell phone, number at which supervisors can be reached)
- List of names grouped with each supervising adult
- Copy of schedule and plans for the day for each supervising adult
- Map and/or directions for each supervising adult
- Whistle/noise device for each supervising adult (depending on destination)

14.4 Mandatory Field Trips

Some field trips may be designated as mandatory if they are directly tied to the curriculum. Students are expected to attend as applicable by grade. The field trip organizer will strive to ensure reasonable or no cost per student to attend. Mandatory field trips will include assessment or evaluation of student work and participation. If a student is unable to attend due to special circumstances (e.g. documented medical condition) then an alternative assessment or evaluation method may be used.

14.5 Non-Mandatory Field Trips

A non-mandatory field trip enhances learning but may or may not be tied to the curriculum. Non-mandatory field trips will be voluntary and will

- not include assessment or evaluation;
- be run on a low cost or cost-recovery basis;
- be scheduled to minimize absence from school.

14.6 Staff Field Trip Organizers

The staff field trip organizer is an employee of Sudbury Christian Academy responsible for arranging the field trip. The responsibilities of the field trip organizer include

- seeking authorization for the trip from the principal of the school;
- communicating with members of the community associated with trip;
- booking and scheduling the field trip in coordination with main office;
- communicating with parents/guardians regarding the purpose of trip;
- selecting parent volunteers to assist with transportation and supervision.

14.7 Parent/Guardian Responsibilities

- giving permission (typically through MySchool) for your child to participate;
- giving 24-48 hours notice to the main office if your child needs to be absent;

- ensuring that the main office is informed with 24-48 hours notice of who is picking up and/or dropping off your child at the designated field trip area;
- communicating directly with the main staff supervisor on the trip of any changes to plans (e.g. who/when/where their child is to be picked up or dropped off);
- keeping your child home if they are unable to attend field trip due to special circumstances (e.g. medical condition);
- providing documentation to the main office (e.g. doctor's note) if your child is unable to attend a mandatory field trip.

14.8 Volunteer Drivers/Supervisors

Volunteering to transport or supervise students is a solemn responsibility, to be undertaken with great care and adherence to the rules. Volunteers must

- notify the main office or staff organizer of presence upon arrival, prior to beginning each volunteer activity;
- work with a designated staff supervisor, deferring authority for decisions and student discipline to the staff supervisor;
- discreetly report any concerns (e.g. student behaviour, student safety, difficulty exercising duties) to the staff supervisor;
- maintain absolute confidentiality of student and field trip information at all times;
- inform the main office if they need to be absent or late.

14.8.1 Each driver must submit a copy of their driver's license and insurance to the school office. In addition, all drivers must agree to follow provincial traffic and seatbelt laws prior to driving students to a field trip destination.

14.8.2 Drivers and supervisors must have a police check with vulnerable sector screening on file with SCA, updated **every two years**. The ratio of drivers/supervisors to students must be at least 1:2 (and preferably greater) for the sake of safety and propriety.

15.0 Recess Procedures

15.1 Outdoor recess breaks are taken at the following times.

- 10:30 a.m. - 11:00 a.m.
- 12:20 p.m. - 1:00 p.m.

15.2 In the event of inclement weather, recess breaks will be held in the classroom or gymnasium. It is the policy of SCA that students not be allowed outside if the temperature reaches -20° Celsius with the windchill factor (as determined by onsite meteorological equipment).

15.3 Our recess grounds are located at the rear of the building, facing Regent Street.

15.3.1 There will be a supervising teacher present at all times on the recess grounds.

15.3.2 Students must remain outside at all times unless permission is granted to do otherwise by the supervising teacher.

15.3.3 Students must remain within the confines of the pylon barriers to the North and South and the edge of the pavement to the East; they may not go beyond the rocks or down the hill, except to collect a lost toy (e.g. a ball) and only with the expressed permission of the supervising teacher. Students outside the perimeter without expressed permission may receive an automatic detention.

15.3.4 If parents wish their children to remain inside due to illness, a note must be submitted to the classroom teacher.

15.3.5 If students wish to eat part of their snacks or lunches outside, they may do so at the picnic table or other designated area as long as they dispose of their wrappers and food waste in the trash receptacle by the main doors.

16.0 Drop-Off and Pick-Up Procedures

16.1 The drop-off and pick-up area is at the rear of the school (the recess grounds) when the weather is favourable in accordance with our Weather Policies. The boundary for vehicles to park/stop is the entrance door to the school. There will be pylons set up delineating the boundary line.

16.2 In the event of inclement weather, alternate drop-off and pick-up locations may include the classroom area or the gymnasium. Please consult the signage at the main school doors, and proceed to the designated area.

16.3 A magnetic key fob is required for entry into the school. Two free key fobs will be provided to each family. Additional cards are available for a fee and can be obtained from the main office.

16.4 Only designated parents/guardians are authorized to pick up students. If an alternate person is designated for pick-up, please notify the office in advance in writing (e.g. email).

16.5 If there are legal issues prohibiting certain persons from picking up your child(ren) at any time, copies of legal documents must be submitted to the school office.

16.6 It is expected that parents will go and retrieve their children from the playground or classrooms or gymnasium upon arrival, and will sign out with the supervisor on duty.

17.0 Health and Medication

17.1 If students are absent from school due to illness, a signed note is required from parents indicating the reason. A doctor's note may be required in the event of substantial absence (five days or more) from school.

17.2 If students are in attendance but unable to participate in Physical Education class due to an injury or illness, parents must provide the school with a note indicating the reason. A doctor's note may be required in the event of substantial withdrawal (five days or more) from Physical Education class.

17.3 If possible, we encourage parents to administer medication to their children before or after school hours.

17.4 If it is necessary for your child to have prescription medication during the school day, it must be brought to the office upon the student's arrival.

17.4.1 The prescription must remain in the original container with the prescription label affixed.

17.4.2 Parents must fill out the "Permission to Administer Medication" form.

17.5 For continuous daily prescription doses, parents may fill out a Permission to Administer Medication form. Staff will record the doses given on a chart. This may continue until the prescription has expired or changed.

17.6 Non-prescription medication must also be kept in the office.

17.6.1 Office staff will not administer medication to a student unless that medication comes from the parent, properly labelled with the student's name.

17.6.2 The school requires a letter of permission for each daily dose of non-prescription medication. The parent may fax in a letter of permission if we have the medication from the parent already on hand and properly labelled.

18.0 Allergies and Anaphylaxis

18.1 For each student with a diagnosed allergy, parents must provide the main office with a comprehensive list of known allergens, common symptoms, medications, instructions to follow in the event of a reaction, and emergency contact information.

18.1.1 Parents may pick up an allergy information sheet template from the main office, or may provide the office with an information sheet of their own design.

18.2 Parents authorize the school to post student allergy information in the staff room, main office, and/or classroom.

18.3 Parents must provide duplicates of all allergy medications, one to be kept in a secure area in the classroom, and one to be kept in the main office.

18.4 Parents authorize teachers and administrators who are trained and certified in First Aid and CPR to perform reasonable lifesaving measures in accordance with their training.

18.5 Students may not bring nut-bearing products to school, and shall strive to select nut-free products for snacks and lunches.

18.5.1 Teachers are instructed and authorized to confiscate nut-bearing products, and to dispose of such products in a responsible manner.

18.5.2 Sealed and unopened products may be returned to the student at the end of the day, to be brought back home.

18.5.3 In the event that a nut-bearing product is brought to school, a note will be sent home to remind the parent/guardian of allergies in the classroom.

18.6 Parents may coordinate birthday and special holiday celebrations with the classroom teacher, but may not introduce home-baked goods to the classroom.

18.6.1 As an alternative, parents may select healthy alternatives such as fruit and vegetable trays, yogurts, and packaged peanut-free products.

19.0 Collection of Personal Information

19.1 The Education Act requires SCA to establish and maintain an Ontario Student Record (OSR) for each student enrolled in the school.

19.2 Ontario Student Record information is privileged for the information and use of supervisory officers, principals and teachers of the school for improvement of the instruction of the student.

19.3 For further information regarding the collection of personal information please contact the Principal/Director of SCA at 1101 Regent St. South, email reception@scacademy.ca, or call 705-522-1649.

20.0 Withdrawal and Dismissal

20.1 If a student is withdrawn from school by the parents, the amount of tuition refunded will be dependent upon the reason for withdrawal and the number of school days left in the year. A 30-day notice of intention to withdraw a child should be submitted in writing to the principal. In lieu of notice, a 30-day payment will apply. In addition, a 30-day payment (for a total of 60 days) is required for early withdrawal for whatever reason.

20.2 Report cards or transcripts will not be issued if the student's account has not been paid. OSRs (Ontario Student Records) remain the property of SCA until requested by another school where the student may be enrolled. OSRs or school records will not be released to parents.

20.3 Any student who cannot remain in harmony with the rules and policies of the school may be dismissed from the school. In such cases the amount of tuition refunded, if any, will be determined by the SCA Board.

21.0 Mediation and Reconciliation

In the event of a serious dispute between and amongst students, teachers, administrators, and/or parents, SCA will mediate the dispute in accordance with Jesus' guidance and

direction: “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. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax-collector” (Matt. 18:15-17). A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way, including the resolution of personal disputes.

21.1 First Step: Personal Conversation

The first step (and often the only step) needed in solving a person-to-person problem is for one of the two people involved to initiate dialogue with the other. Face-to-face conversation usually works best; telephone conversation is distanced by nature, but is sometimes the better or more convenient option. Email should be avoided, as the tone of written messages can be easily misinterpreted. Spreading gossip, rumours, or involving other parties is inflammatory, and shall be avoided. Instead, the person with the concern shall approach the other person privately, and explain the perceived offence. When discussing, be straightforward (i.e. direct to the point), humble, and forgiving.

21.2 Second Step: Involvement of a Teacher (if applicable)

21.2.1 If the first step does not achieve reconciliation, one of the concerned parties may consult a teacher who is closest to the situation (i.e. a firsthand, official witness) as long as the original conflict is not with another teacher. Teachers' lives are very busy, so submit concerns in writing to the teacher. Do not swarm the teacher in the heat of argument. Speak to the teacher discreetly, at an appropriate time, and the teacher will initiate a meeting in due course. When meeting, all parties to the dispute should be straightforward (i.e. direct and to the point), humble, and forgiving.

21.2.2 If the original conflict is with a teacher, then the second step shall be skipped as long as the first step has been humbly and honestly attempted.

21.3 Third Step: Involvement of the Principal

21.3.1 If the teacher is unable to settle the dispute peacefully, or in the event of a parent-to-teacher or student-to-teacher dispute, the principal should be consulted. As in step two, do not swarm the principal's office in the heat of argument. Either submit concerns in writing, or speak to the principal discreetly, at an appropriate time. Except in cases of suspected abuse, gross negligence, or gross incompetence, the principal shall arrange a meeting with all parties involved as soon as reasonably possible, and will function as a witness and/or mediator to the discussion.

21.3.2 By the third stage, the argument has either escalated or reached an impasse. It is all the more important, then, to come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

21.4 Fourth Step: Involvement of the Board

21.4.1 Very few disputes go beyond the third level. The principal has discernment and authority to settle most issues. If, however, the principal believes that the seriousness and/or the complexity of the issue requires a neutral panel for adjudication, the board of directors may become involved at the recommendation of the principal, and/or by the detailed, written, and signed request of a parent/guardian or teacher.

21.4.1.1 Neither party to the original dispute should approach an individual board member directly regarding the matter of dispute.

21.4.1.2 Parties to the original dispute should direct all communication through the principal (or provide a detailed, written, and signed request to the board chair), and not consult a board member directly on the matter.

21.4.1.3 Except in cases of a detailed, written, and signed request, the principal shall approach the board chair, and the chair will initiate a board meeting in due course.

21.4.2 The Board Chairperson will require that all persons involved be present at a school board meeting at the soonest available date. The goals of such a high-level meeting are to establish a clear understanding of the problem; to solve the problem; to give reproof, correction, and restitution (if necessary); and to offer forgiveness and wholehearted restoration of those who have made amends.