



Parent Manual

2017 – 2018

Journey Christian Academy

1390 Red Lion Rd., Bear, DE 19701

(302) 834-8588

www.jca-de.org

You shall love the L^OR^D your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.

Deuteronomy 6:5-7

WELCOME!	5
CONTACT INFORMATION	6
DAILY PROCEDURES	7
Drop-off and Pick-up	7
Early Release Wednesdays	7
Lunch and Snacks	8
Bus Transportation	8
Extended Care	8
Parent Volunteers	8
BEHAVIOR POLICY	9
Electronic Devices	9
Discipline	9
MEDICAL INFORMATION AND POLICY	10
Immunization Policy	10
Medication Policy	10
Emergency Cards and Emergency Policy	10
Student Health	10
Sick Day Guidelines	11
Severe Allergy Management	11
ACADEMICS	13
Individualized Instruction	13
Report Cards	13
Curriculum Highlights	13
RENWEB	15
APPENDIX: HELPFUL INFORMATION	16

Supply Lists.....	16
Uniforms	17
School Calendar.....	18
Explanations of Special Days	19

WELCOME!

We are excited to be beginning a new year of Journey Christian Academy. Many things are new this year. We have joined Tall Oaks Classical School and Red Lion Christian Academy on the Red Lion Road campus of Reach Christian Schools. This will give our students more opportunities to participate in Reach Christian Schools activities and services, such as athletics, music, the hot lunch program, transportation, and after school care.

We have revamped our curriculum in ways that will improve our content and our ability to meet individual learning needs. Our teachers trained this summer in teaching a phonics program that will build a solid foundation for spelling and reading. We are introducing a cursive handwriting program. The teachers have also trained in a new reading program that will allow for more individualized instruction and give students much more reading practice time during the day. A remedial mathematics program that targets individual goals will be introduced to help students who are below grade level in math. These are just a few highlights of this year's curriculum.

We hope that this manual will be helpful to you as we start the new year. If you find you have other questions, please contact our Principal, Mrs. Dory Zinkand. (dzinkand@reachschools.online)



CONTACT INFORMATION

Journey Christian Academy

1390 Red Lion Rd., Bear, DE 19701

www.jca-de.org

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Mr. David Corbett, Athletic Director

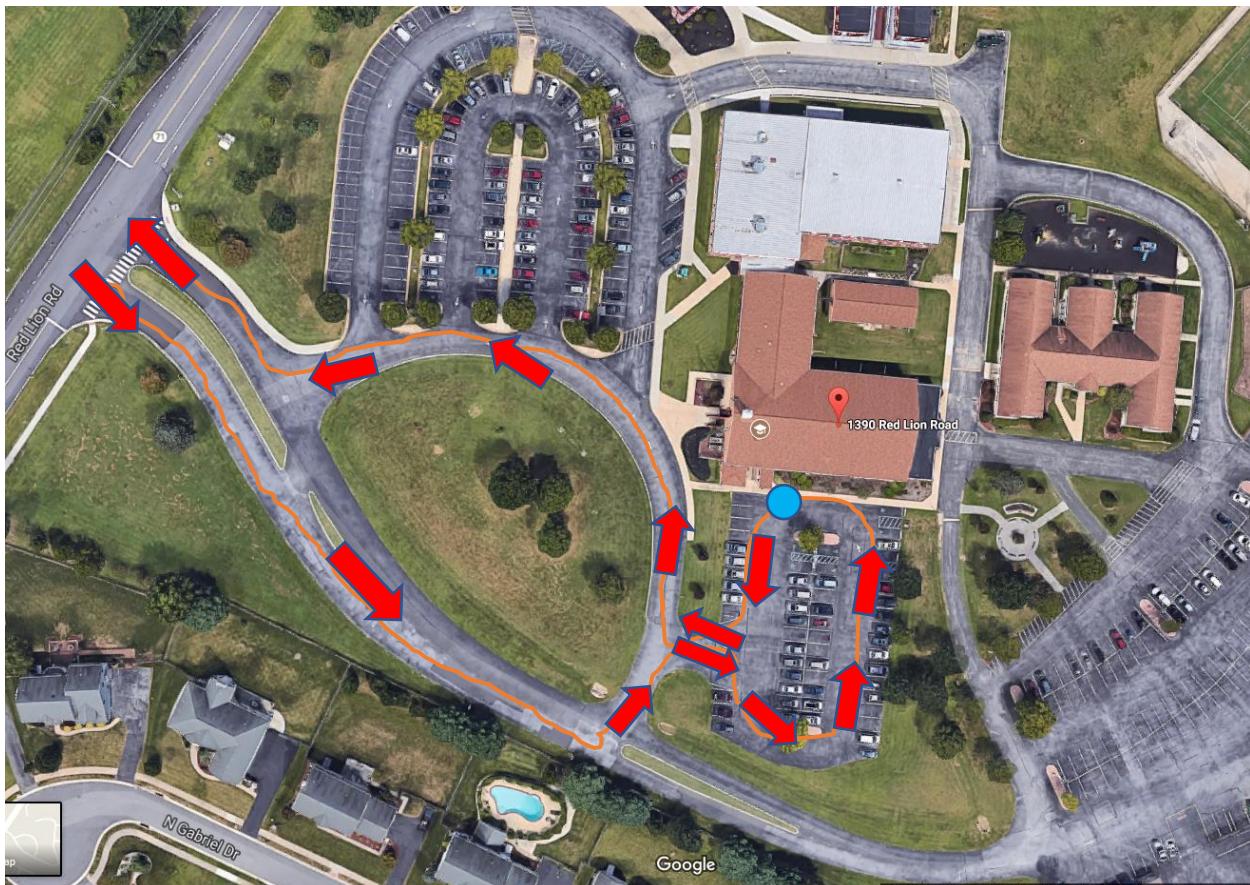
dcorbett@reachschools.online

(302) 834-5020, ext. 818

DAILY PROCEDURES

Drop-off and Pick-up

Journey students will use the entrance in the parking lot alongside the first building you come to on campus (the building with the steeple). The drop-off point is indicated by the blue dot on the picture below. You will see a Journey Christian Academy sign above the door. When you enter the parking lot, turn right, and go around the lot counter-clockwise. When leaving the lot, turn right to exit the campus.



You may drop your child off between 7:30 and 7:55 AM. After that time, you may have to enter the building through the main Tall Oaks entrance at the front of the building. Students should be picked up in the afternoon between 3:05 and 3:20. Students not picked up by 3:30 will be taken to the aftercare room for supervision. (Charges may apply.) Pick-up on early release Wednesdays is between 12:30 and 12:50.

Please use the pick-up form to provide us with the names of anyone other than parents who may regularly or occasionally pick up your child. If someone not on your provided list is going to pick up your child one day, please email or phone the office in advance.

Early Release Wednesdays

Approximately every other Wednesday, school is dismissed at 12:25 PM. The afternoon will be used for faculty meetings and professional development. Please consult the school calendar for the dates of early release Wednesdays. Working parents can use the aftercare services for Wednesday afternoons if needed. Pick-up time for early release Wednesdays is between 12:30 and 12:50.

You may pack a large snack for your child on Wednesdays to help hold them over until their later than usual lunch.

Lunch and Snacks

We will have a snack time every mid-morning. Please pack a nutritious snack for your child each day. Please do not send food containing peanuts because of students with severe allergies.

You may also pack a lunch for your child each day or participate in the Reach Christian Schools hot lunch program. Hot lunches are ordered by the month or by the year. Information should be emailed to you about ordering times and procedures.

Bus Transportation

Bus transportation is available to the Red Lion Road campus from various pick-up points in New Castle County. To sign up for bus service, get more information, or learn about the fees, contact Mr. Joe Bunting, our Transportation Manager, at jbunting@reachschoolsonline.com.

Extended Care

Extended care is available for all grade levels. You may sign up for the school year or pay hourly rates as needed. All rates are billed in fifteen-minute blocks. All extended care charges may be applied to your FACTS account.

The rates are \$10 an hour from 7:00 – 7:30 AM and 3:00 – 6:00 PM. There is a charge of \$25 per fifteen minutes for late pick-ups after 6:00 PM. If you are using extended care three days a week or more, it is more economical to sign up by the school year. The yearly rate for mornings only is \$1,250, for afternoons only is \$1,950, and for mornings and afternoons is \$2,950. To sign up, contact our Comptroller, Mr. George Timko, at gtimko@reachschools.online.

Parent Volunteers

We love parent involvement at Journey Christian Academy! Here are a few ideas on how you can serve:

- Help us with school events, either as an organizer or as a helper.
- Be our “Labels for Education” coordinator and help us to collect and submit labels to earn rewards for our school.
- Volunteer as a substitute classroom aide.
- Help teachers prepare classroom materials (This can be done from home in some circumstances.)
- Drive or chaperone on field trips.

BEHAVIOR POLICY

Electronic Devices

Electronic devices, including mobile phones and computers, may not be used at school unless previously approved by the Principal. Generally, they will not be allowed except for school-related purposes. Students will not be permitted to access the Internet except for school-related purposes.

If you want your child to carry a mobile phone for emergency purposes, it must remain turned off and in his or her backpack while the student remains on campus. The phone may be used only with prior permission of a faculty member or the extended care supervisor.

Discipline

The goal of biblical discipline is to shape the hearts of students to seek after Christ and reflect His image. Therefore, our approach to discipline in the classroom will be to lead our students to follow the biblical remedy for sin: to recognize our sin, to repent of it, to trust Christ for forgiveness and restoration, and to rely on the Holy Spirit for the strength to resist future temptation and do what is right.

We recognize that in some circumstances, outside controls, rewards, and consequences may be needed to help some students to develop self-control. But we will never use methods that shame, threaten, or physically punish students. Teachers may restrain students who are presenting a danger to themselves or others.

We seek to nurture a school culture that is kind, affirming, and a safe place to make mistakes and express one's individual gifts. Therefore, we will directly address any instances of verbal or physical mistreatment between students, including teasing, threatening, or physical aggression. However, these events can happen behind a teacher's back or out of her earshot. While we encourage children to report these kinds of incidents, we recognize that some hesitate to do so. If your child ever brings home reports of these kinds of incidents, please report them to the teacher or principal so we can handle these problems promptly. Students who continue to inflict emotional or physical harm on other children may be expelled from Journey Christian Academy.

Discipline is an area in which it is particularly important to remember the partnership of our school with parents. We commit to keeping you informed of what is happening at school and ask that you communicate your insight on your child's behavior and what has helped him or her in the past. Just as a child may play one parent against another if they do not stand united, a child may play the school against the parents and vice versa. If you have concerns about how something is being handled at school, please talk to us about that out of earshot of the child so that we can work it out and still provide the united front to your child that will be most helpful for his or her discipline and development.

MEDICAL INFORMATION AND POLICY

Immunization Policy

The Reach Christian Schools immunization policy adheres to Delaware Public Health Law, which requires all entering and attending students to meet the established immunization requirements. All entering students must present documentation of the immunizations that are required. These immunizations can be obtained by contacting the office. If immunizations are not given to a child for religious reason a notarized letter is acceptable.

Medication Policy

To dispense medications safely and accurately, it is necessary that parents and students follow certain guidelines. These guidelines are intended to ensure the safety of all students, not just those receiving medication.

- Students may not self-administer medication at any time during school or during school-related activities. Students are not permitted to carry medication on their person or in their backpacks. All medications are to be brought to the office upon arrival to school to be stored properly. There are exceptions to this policy for self-carry inhalers, etc. and permission slips are available for such request in the nurse's office.
- Prescription medications: Written parental authorization to administer medication is required. Please be sure that the student's name, the name of the medication, strength, dose, and time of administration is included. A physicians' order should accompany the parent's written permission. Please have the physician note the reason for prescribing the medication.
- Medications must be sent to school in a properly labeled container from a pharmacy. The instructions on the label should match the written instructions provided by the physician or parent. It is suggested that a separate container to be kept at school be requested when the prescription is filled, even for short-term medications such as antibiotics.
- Non-prescription medications: Nurses (or trained office personnel) may give nonprescription with parental permission.

Emergency Cards and Emergency Policy

At the beginning of the school year, all families MUST have completed the Emergency Information Card. This information is used to contact the proper people in case of a medical emergency. In cases of minor illness or injury, the school nurse or office personnel will assist students. Parents will be notified as to the situation and its seriousness. With more serious condition or injuries, the family will be contacted immediately and parents requested to pick up their child. In cases where no contact can be made, the principal or headmaster may have to make a decision, in conjunction with the school nurse, to call an ambulance. The family health care provider also will be notified of the situation. It is extremely important to inform the office immediately should your phone number change.

Student Health

All students enrolling in Journey Christian Academy must provide a report of a current physical examination. The Delaware Pupil Medical form or the Delaware Interscholastic Athletic Association (DIAA) with a copy of immunizations will be accepted. Subsequently, physicals for the upper school are required for the ninth grade. Any student, sixth-twelfth grade, playing a sport must have a DIAA physical. Current immunizations must be shown, and maintained, for all students. According to Delaware law, students can be exempt from school without proof of current immunizations and screening tests.

Illness

Students with a temperature (100 degrees F or higher) are excluded from school. A child that develops a fever while at school will be sent home. Students with fever should not return to school until they are fever-free (less than 100 degrees F without anti-fever medication for at least 24 hours).

Communicable Disease

Certain infections are considered contagious and require at least 24 hours of antibiotic treatment before a student can be re-admitted to school. These include the following:

- Strep Throat
- Scarlet Fever
- Bacterial Conjunctivitis (Pink eye)
- Ringworm

A student with Chicken Pox is excluded for a minimum 7 days from the first appearance of the rash. Lice, scabies, and pinworms are also contagious and require treatment before re-admittance.

Re-admittance to school for other contagious conditions shall be determined by the student's physician. It is very helpful when parents communicate their child's treatment for a contagious illness to school nurse or other office personnel. Additional spread can often be limited by prompt surveillance of new cases and notifying parents of an infection that may be troubling our community.

Sick Day Guidelines

The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance. Keep your child home from school if he or she

- has been vomiting during the night.
- has a cold with sneezing or coughing and a persistent runny nose.
- has diarrhea.
- has an oral temperature of 100 degrees or higher. (A child that develops a fever while at school will be sent home.) Students with a fever should not return to school until they are fever-free (less than 100 degrees F without anti-fever medication) for at least 24 hours.
- has a severe sore throat.
- does not eat breakfast because of a stomach ache.
- has pink bloodshot eyes with yellow or green drainage.
- has just begun antibiotics. Any child with a contagious condition, such as strep throat, pink eye, ring worm, must be taking the medication for 24 hours before returning to school.
- has lice or nits. A student may return to school once treatment has begun.
- has chicken pox. A student is excluded for a minimum 7 days from the first appearance of the rash.

Re-admittance to school for other contagious conditions shall be determined by the student's physician. It is very helpful when parents communicate their child's treatment for a contagious illness to school nurse or other office personnel. Additional spread can often be limited by prompt surveillance of new cases and notifying parents of an infection that may be troubling our community.

Severe Allergy Management

Students, who have a severe allergy, where a life-threatening allergic reaction called anaphylaxis can develop, should have a prescribed EpiPen at school. In some cases, an EpiPen may be kept with the student as well as in the Health Office. A Severe Allergy Action Plan should be filled out prior to the school year and reviewed with the School Nurse.

The Medical Order and Parent Authorization forms to administer prescribed medications during a severe allergic reaction must be on file at school. All of these forms are available from the nurse's office.

In the case of food allergies, a meeting with the parents, School Nurse, and administration is necessary to review classroom management that will create a safe and inclusive environment for the student. In some cases, a severe reaction can occur from peanuts and/or nuts coming in contact with the student's skin as well as ingestion. Complete avoidance of peanuts and nuts and products made with peanuts and nuts is the only way to prevent a serious allergic reaction.

ACADEMICS

Individualized Instruction

Journey Christian Academy seeks to individualize instruction to the needs of every student. Skills in core academic subjects (Mathematics and Language Arts), are frequently assessed and instruction adjusted accordingly. Students will be given the time they need to meet their academic goals before moving on to new skill levels.

Report Cards

Because of the nature of an individualized curriculum, a traditional grading system is an inadequate way to communicate student progress. Journey report cards will be issued quarterly in the form of a progress report that describes student progress in various ways. There will be descriptions of goals attempted and met, assessment scores, and when appropriate, traditional letter grades.

Expect to see a report card within two weeks of the end of each quarter.

Curriculum Highlights

Spelling

Journey Christian Academy teaches spelling using the *Spell to Write and Read* phonics program. This program focuses on the phonograms (letters or combinations of letters that make up the sounds of English words) and the spelling rules that apply to the vast majority of English words. Students are taught to sound out words as they spell them and apply spelling rules rather than memorize the string of letters.

If your child is enrolled in a spelling class, you can help at home by reviewing the set of phonogram cards that he or she will bring home from school. Please do NOT practice spelling words by having him or her recite the letters of words. In most cases, it will not be necessary to practice spelling words at home at all.

Reading

Studies tell us that students increase their reading most by spending more time reading. While this seems a rather obvious conclusion, the fact is that when traditional reading groups or “round robin” reading is done in class, each child spends very little time actually reading. Studies also tell us that in order to benefit from reading practice, a student must be reading material at an appropriate level for them. Again, this does not necessarily happen when an entire class is reading the same book.

Our teachers have trained this summer in using a system of reading class management that will promote more reading time in class and assure that each child is reading at an appropriate level. Teachers will be frequently assessing each student’s reading and helping them to set goals and target reading skills that will improve their reading.

Cursive Handwriting

Cursive handwriting is known to build networks in the brain that promote learning and understanding. It is even used as a therapy for dyslexia. It is also important that students learn to read cursive handwriting. We will be using a ten-week introduction to cursive handwriting school-wide this fall. All the lower-case letters will be introduced during the first four weeks of school. The remaining six weeks or so will be dedicated to learning the upper-case letters and practicing what we have learned.

Visit this link to read more about the benefits of cursive handwriting:

<http://www.cursivelogic.com/why-cursive/>.

English Grammar

The Shurley Grammar program will be used to teach grammar this year. This program teaches all the parts of speech through chants, rhymes, and a question and answer flow that aides in the analysis of a sentence and its parts.

Writing

Our writing program in grades three and up will be based on the *Writing and Rhetoric* series published by Classical Academic Press. This series teaches writing using a classical approach to writing that uses imitation of excellent writing as a springboard for self-expression. Students having difficulty knowing where to begin their writing will find their voice using this program.

Mathematics

If your child is on or near grade level in math, he or she will be using Saxon Math materials for their math classes this year.

If your child is below grade level, we will be using a remedial program linked to the KeyMath 3 math assessment. We will begin by giving your son or daughter this thorough math assessment. The results of that testing will help us to target skills that are needed and we will use the supporting KeyMath Essentials materials to teach those skills. After a few months, we will assess again and set more goals.

Students who are below grade level in math often have gaps in their understanding. So, while they may test on, for example, a third-grade level overall, a placement in a third-grade curriculum would not be appropriate, because he or she has mastered many skills taught at that level. The KeyMath Essentials curriculum will allow us to target the skills needed at the lowest level, and then move on to the next grade level and fill in any gaps there. This provides the potential for a faster progression than would be possible by placing the student in a standard grade-leveled text.

History

In History this year, we will be studying the history of the Old Testament, Greece, and Rome, using the Veritas History program as our guide. Our history lessons will be hands-on and interactive. We will be integrating our history with reading, writing, and other subjects. While we will be studying the same time period in both of our history classes, they will be covered at a level that is appropriate to the age levels in each class.

Bible

Our Bible curriculum this year will be the *God's Great Covenant* series by Classical Academic Press. The elementary class will be study the Old Testament from Genesis to Ruth. The middle school will be studying the New Testament Gospels.

Science

Our teachers will be pulling together materials from many sources as they use a unit approach to general science. We will begin the year with a unit on Insects. We will also study several other topics, such as simple machines, natural habitats, and the weather. While we will all be studying the same topics in our science classes, they will be covered at a level appropriate to age levels in each class.

RENWEB

The Reach Christian Schools, including Journey Christian Academy, all use RenWeb as our school management system. Parents are encouraged to establish their own RenWeb accounts:

- Log on to our school Web site at www.jca-de.org.
- Select “Parent Links” (upper right).
- Select “RenWeb Login.”
- Select “Create New ParentsWeb Account” and follow the instructions to create an account. You should use the email address that you have registered with the school. If you are not sure what email address you used, contact Mrs. Zinkand for help.

Once you have established your account, you can use the same RenWeb Login page to sign on. There is also a phone app available for both Apple and Android/Google phones. Links to these apps are on the login page.

Some of the information you will find on RenWeb:

- Announcements for things such as school events, hot lunch, athletics
- Newsletters
- School calendar
- Homework
- Lesson Plans, particularly for part-time homeschooling students
- Behavior reports: If the teachers feel there is something you need to know about your child’s behavior, this information can be communicated through RenWeb. This may include a report of a great day or special achievement or a concerning event or trend.
- A directory to help you find contact information for your teachers and your child’s classmates

APPENDIX: HELPFUL INFORMATION

Supply Lists

Student Supplies

- Pencil box or zipper pouch
- 12-inch ruler marked with inches and centimeters
- Several sharpened pencils (Ticonderoga recommended) or (optional for grades 6 and up) mechanical pencils
- Crayons (8 or more. Twistable kind or regular crayons.)
- Colored pencils (8 or more)
- Eraser (hand-held size for those “big mistakes”)
- Dry-erase markers (smaller size to use on desk-size white boards)
- Glue stick
- Scissors appropriate to child’s age and abilities
- Standard-sized binder with 8 sturdy pocket dividers
- Grade 6-level math and up students: Student compass set (Staedtler brand is a good one)
- Grade 3 and up: Wide-ruled notebook paper (We will provide paper for primary students)
- Sturdy, roomy backpack (rolling kind is fine, but not required)
- Grade 6 and up: Clipboard (Look for a flat clip, so it stores easily with books.)

- Note on pencils: Dixon Ticonderoga makes triangular-shaped pencils, labeled “Tri-write” that promote a good pencil grip and prevent hand fatigue. They come in standard sizes and in the chubbier beginner sizes. We highly recommend these for all ages.

Classroom Supplies for Common Use:

- 2 large boxes of tissues
- 1 large bottle of hand sanitizer
- 1 roll of paper towels
- 1 container of anti-bacterial cleaning wipes, such as Clorox wipes

Adaptive Technology or Equipment

If a student requires adaptive technology or equipment, such as a laptop computer, a specialized chair or desk, or noise-canceling headphones, and Journey Christian Academy does not own the required technology or equipment, it will be the responsibility of the parents to supply it.

Uniforms

	Young Ladies	Young Men
Tops	Light blue polo shirt or light blue uniform blouse	Light blue polo shirt
Bottoms	Navy blue uniform pants, uniform shorts, uniform skirt or uniform jumper No "skinny" style pants, please. Skirts can be below the knee or just above the knee. Belt optional	Navy blue uniform pants or uniform shorts. No "skinny" style pants, please. Belt optional
Shoes	Navy blue or black plain shoes of any style. All-black sneakers are fine.	Navy blue or black shoes. All-black sneakers are fine.
Socks	Navy blue or black socks, knee socks, or knit tights	Navy blue or black dress socks
Outerwear	A navy blue uniform pullover sweater, fleece sweatshirt, or fleece hoodie can be worn in class on cold days, per teacher's discretion.	A navy blue uniform pullover sweater, fleece sweatshirt, or fleece hoodie can be worn in class on cold days, per teacher's discretion.
P.E. Uniform (Worn all day on PE days)	Navy blue sweat pants or gym shorts, light grey tee shirt. Any sneakers, as long as they don't have wheels, lights, or other distractions. Gym socks. May also wear a navy blue pullover sweatshirt or hoodie.	Navy blue sweat pants or gym shorts, light grey tee shirt. Any sneakers, as long as they don't have wheels, lights, or other distractions. Gym socks. May also wear a navy blue pullover sweatshirt or hoodie.
<p>Items may be purchased anywhere you choose. Vendors who sell these items include Old Navy, French Toast, J.C. Penney, and FlynnO'Hara. The uniform pants and shorts, and the pullover sweater are like those worn by Tall Oaks lower school students, so you may be able to pick up some pieces at Tall Oaks used uniform sales.</p> <p>If your child has sensory sensitivities or other needs that make these specifications impractical for you, please make necessary modifications, while coming as close as you can to the uniform described above.</p>		

School Calendar

August 2017

7 - 18 Professional development
17 Back to School BBQ
22 First day of school
30 Early Release 12:25

15 MLK Day, no school

16 Reach Schools PTF Meeting 6:00
19 Second quarter ends
22 Third quarter begins
24 Early Release 12:25

September 2017

4 Labor Day, no school

13 Early Release 12:25
19 Reach Schools PTF Meeting 6:00
27 See You at the Pole
27 Early Release 12:25
29 Reach Schools Grandparents Day
(Early Release 12:00)

February 2018

7 Early Release 12:25
9 Night to Shine Prom at Reach Church
15 Fine Arts and Talent Show 6:30 – 8:00
16 Professional development, no school
19 Presidents' Day, no school
20 Reach Schools PTF Meeting 6:00
21 Early Release 12:25

October 2017

9 P/T Conferences 7:30 – 11:30 am, no school
9 Professional development, noon – 3:30
11 Early Release 12:25
17 Reach Schools PTF Meeting 6:00
20 First quarter ends
23 Second quarter begins
25 Early Release 12:25
27 Reformation Day celebration
(Early Release 12:00.)
30 Fall Break, no school

March 2018

7 Early Release 12:25
16 P/T Conferences 7:30 – 11:30 am, no school
16 Professional development, noon – 3:30
21 Early Release 12:25
21 Pastor Appreciation Breakfast
23 Third quarter ends
26 Fourth quarter begins
29 Reach Schools Easter Chapel
30 – Apr. 8 Easter Break, no school

November 2017

8 Early Release 12:25
14 Reach Schools PTF Meeting 6:00
20 – 26 Thanksgiving Break, no school
29 Early Release 12:25

April 2018

1 – 8 Easter Break, no school
11 Early Release 12:25
25 Early Release 12:25

December 2017

13 Early Release 12:25
15 Family Christmas hymn sing and reception 6:30 – 8:00
20 Reach Schools X-mas Chapel 8:30
20 Early release 12:00
20 Professional Development 12:00 – 3:00
21 – Jan 2 Christmas Break, no school

May 2018

9 Early Release 12:25
18 Science Fair, 6:30 pm – 7:30 pm
23 Early Release 12:25
28 Memorial Day, no school
31 Fourth quarter ends

January 2018

1-2 Christmas Break, no school
10 Early Release 12:25

June 2018

1 End-of-School Celebration (School dismisses at 12:00.
Last day of school.)
4 – 5 Teacher work days

Explanations of Special Days

Beginning of the year professional development: Two weeks of professional development for teachers and support staff and time for preparing classrooms and materials.

Early Release Wednesdays: We will generally have a professional development meeting for teachers and support staff from 12:45 – 2:00 and a work period for lesson planning from 2:00 – 3:00.

P/T Conferences: We will have parent-teacher conferences in the morning and use the afternoons for professional development.

Reformation Day: A day to celebrate the blessings of the Reformation. Students can dress in medieval costumes. Activities will teach about important historical events, culture, and theology of the time. On October 31, 1517, Martin Luther nailed his 95 Theses to the church door at Wittenberg, inviting scholars to debate issues that he saw as corruptions in church practice at the time. This was a turning point in the Reformation and the reason we celebrate Reformation Day on October 31.

Christmas Hymn Sing: We will enjoy a family carol sing and Christmas reception. Perhaps the students will prepare a song or two to sing for us.

Fine Arts and Talent Show: A casual night of fellowship. Children can perform pieces they have worked on in music class and literature class. (Songs and poems, for example.) We can display student artwork. Students will be invited to display other talents in a casual, light-hearted talent show.

Science Fair: Students can prepare science displays at their own level. Children can enter collections, models, informational posters, or reports of experiments, for example. High school diploma students will have higher standards for what they may enter. Teachers can prepare hands-on science demonstrations that the children can visit and participate in.

End-of-School Celebration: On the last day of school, we will celebrate with a family picnic at which we will recognize the accomplishments and gifts of each student and enjoy the outdoors together.