



Elementary Handbook

2016/2017

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” *Mark 12:30-31*

MAPLE RIDGE CHRISTIAN SCHOOL

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ELEMENTARY SCHOOL HANDBOOK 2016/2017

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For simplicity in this Handbook, the word "parents" is used with the full understanding that a number of our students are under the governance and care of persons other than the birth parent(s).

Dear Parents,

Welcome to Maple Ridge Christian School!

We are pleased to have your child(ren) enrolled with us and sincerely hope that the time they spend with us will help them become better disciples of our Lord Jesus Christ. We must always remember that our combined task is to educate and equip children for lives of service in God's Kingdom. We sincerely hope and pray that together we will bring about this knowledge of our Lord in their hearts, so that they can accept Jesus as their Saviour and His Lordship in their lives. Church, home and school must work as a team when educating our children in discipleship.

We ask that you carefully study this booklet and then save it for your reference. This information should be of continued value in the relationship between the home and school.

We trust you will feel this is your school and that you will take an active role in its operation and support. Feel free to visit with the staff and communicate your support at any time.

Yours in Christ,



Mrs. Valarie Sawka
Principal
Maple Ridge Christian School

Section 1: Our Values and Beliefs

Mission and Vision
MRCS Core Values

Mission, Vision and Core Values

Rationale

To provide a clear and concise statement of why Maple Ridge Christian School exists and to outline the objectives we hope to accomplish as a school community. Our mission, vision and core values guides our major decisions and everyday activities.

Procedure

1. Mission

Christian education to transform the “whole” student – and the world – for the glory of God.

2. Visions

To provide innovative Christian education in a mission-minded community where every student thrives.

- a) **Christian education** for the “whole” student – heart, soul, mind, strength – where God works through committed Christian staff integrating a Biblical worldview into academics, arts and athletics.
- b) Be respectful, accepting, safe and **loving community** for our Preschool to Grade 12 students that challenges them to reach their full potential in Christ and impact the world for God’s glory.
- c) Be **faithful stewards** of our resources, facilities and finances in order to serve our community, operate the school with excellence and integrity, and to bring glory to God for generations to come.

3. Core Values

Christ is our Foundation

- a) Everyone is unique, as image reflectors of God, gifted to worship and serve within and beyond our school community
- b) Education is designed with a biblical worldview and for the Christian life.
- c) Excellence is promoted in academic learning and character development.
- d) School atmosphere is safe, nurturing, challenging accepting of each other.
- e) Christian parents are essential partners in all aspects of school life.
- f) Local churches are important partners in building Christian community.
- g) Fiscal responsibility and stewardship with the resources entrusted to us by God are demonstrated.

4. Core Values

The Christian education we deliver focuses on the “whole” student – heart, soul, mind, and strength. Our Christian staff works as a team to integrate:

Academics: to challenge and develop the mind

Arts: to recognize, create and express truth

Athletics: to value active play and train strong, healthy bodies

Community: to serve one another and our global community

Intergenerational: to provide cross-grade experiences from preschool to grade 12 and involve siblings, parents, grandparents and alumni

Emotional: to foster healthy emotional intelligence based on our identity in Christ

Spiritual: to incorporate ten discipleship characteristics into the curriculum to help our students become:

- Image-reflectors – represent Jesus as His ambassadors
- Community-servers – build peace and heal brokenness
- God-worshippers – honor the Lord our God with grateful hearts
- Justice-promoters – identify injustices and become agents of change
- Temple-keepers – care for our bodies as temples of the Holy Spirit
- Beauty-creators – praise God by creating beautiful things
- Creation-caretakers – work diligently as stewards of Gods creation
- Order-discoverers – find harmony and order in God’s creation
- Idolatry-discerners – identify and understand the idols of our time
- Truth-seekers – seek and proclaim truth in all areas of life

By integrating these parts into the whole, we equip our students to impact our world for God’s glory. The result is hearts and minds transformed.

Section 2: Facts and Figures

Brief History
Who Can Enroll
How to Enroll
Society Membership
Entrance and Registration Fees
Tuition
Professional Affiliations

Brief History

The Maple Ridge Christian School (formerly Haney - Pitt Meadows Christian School) was opened in 1956 with an enrolment of twenty-eight students and two teachers. Operation began in the basement of a local church. The school made one more move to a two-room school on the corner of Harris and McNeil Roads before buying the present property on 203rd Street in 1959. In November 1961, the school moved to this property into a building that had been purchased from the old Shaughnessy Hospital in Vancouver, barged up the Fraser River, and trucked through the streets of Pitt Meadows. In September 1988 Phase I of the present modern facilities was ready for occupancy. Phase II was completed in November of 1990, and in that same month, the old Shaughnessy Hospital wing was demolished. Phase III was completed in September of 1992. Portables were added in the summer of 1995. In September 2009, MRCS launched Roots to Wings Preschool.

Who Can Enroll

All parents who are committed to a Christian worldview and seek a Christ-centered education for their child/ren can enroll at Maple Ridge Christian School. A detailed "ADMISSIONS POLICY" is available on request.

How To Enroll

Parents interested in enrolling their child/ren in Maple Ridge Christian School can call, email or visit the school at any time. All families submitting a application form will be asked to attend an interview before official acceptance of the child/ren into the school can be granted.

Information packages are available to anyone desiring to know more about the school. Please refer to our website for additional information at www.mrcs.ca. School office hours are 8:00-4:00, Monday through Friday, mid-August to mid-July.

Entrance and Registration Fees

There is a \$200.00 non-refundable *entrance fee* for all new families.

In addition there is a \$100.00 *new registration fee*. All new families to the school must attend the 'New Parent Orientation Session' conducted in the fall. The registration fee will be refunded upon attendance.

MRCS Society Membership

The MRCS Society elects the school's Board of Trustees. Membership in the society is open to all who subscribe to the constitution of the society, which is based on the Bible.

Society Membership Fees are \$50.00 annually, to be paid only by those who do not have children in the school. Tuition fees include the Membership Fee. Society Membership is dependent upon the approval of the Board of Trustees.

Membership fees and tuition fees are set by the Board and ratified by the membership.

Tuition

The school is financed by tuition fees, membership fees, donations, and by partial support from the Government of British Columbia.

Tuition and Fees for 2016 – 17

To determine your tuition rate, find the grade of your eldest MRCS student and follow across to the column representing the number of students you have at MRCS.

Grade of eldest child	1 child	2 children	3 children	4 or more children
Preschool – 3 year olds	1,350			
Jr. Kindergarten – 4 year olds	1,700			
Grade K – 5	6,100	7,400	8,000	8,600
Grade 6 – 7	7,200	8,400	9,200	9,600
Grade 8 – 9	8,000	9,200	10,000	10,200
Grade 10 – 12	8,400	9,600	10,400	10,600

A portion of your tuition is tax deductible and charitable donation receipts are issued in February. For more information, please contact our Business Administrator.

Registration Fee for New Families: \$300 (\$100 refunded on attendance at New Parent Orientation)

Re-registration Fee for Current Families: \$100 (\$200 after January 31, 2016)

Tuition Payment Options

1) 10 month – Pre-authorized payment plan (PAD Agreement)

- PAD agreement must be submitted at time of registration or re-registration
- July 1: September tuition drawn / October 1 to June 1: Monthly tuition drawn

2) In Full (2% discount)

- Post-dated cheques must be submitted at time of registration or re-registration
- July 1: September tuition due / September 1: Full payment due (October to June)

3) Two Installments (1% discount)

- Post-dated cheques must be submitted at time of registration or re-registration
- July 1: September tuition due
- September 1: First installment due (October to March) / February 1: Second installment due (April to June)

Annual Activity Fees

These are approximate costs that may arise at each grade level above tuition fees. Parents, except in Kindergarten, purchase school supplies. Cost for workbooks is included in tuition. Field trips are charged as arranged for each class.

Grade		K	1-3	4 - 5	6	7	8	9	10	11	12
Kindergarten supplies		50									
Chapel shirt (replaced as needed)		30	30	30							
Gym strip (replaced as needed)				20	20	20	20	20	20	20	20
Yearbook (optional)					50	50	50	50	50	50	50
Music instrument rental						100	100	100	100	100	100
Student exchange trip – when available	**								350	350	
Esperanza mission trip (optional)	**						300	300	300	300	300
Grad trip	**										<350
Grad banquet tickets, per ticket	**										<65

*** Costs for these events may be reduced through fundraising.*

Professional Affiliations

- SCSBC** The Society of Christian Schools in British Columbia helps its members schools in planning a Christian curriculum, in providing Christian classroom units, courses and workshops, as well as in publishing newsletters and promotion materials. The Society also advises schools about teacher qualifications, staff salaries, and board and school policies. SCSBC also promotes the schools' interests with the provincial and federal governments.
- CSI** Christian Schools International is a service organization for its hundreds of member Christian schools in North America and other parts of the world. CSI serves students, teachers, school board members, and friends of Christian education in a number of ways, some of which are - providing Christ-centered curriculum materials, consultants, workshops, seminars, testing services, and employee benefit plans. They also publish promotional and informational materials, such as *Christian Home and School Magazine*.
- FISA** The Federation of Independent Schools Association, established in 1966, is an umbrella organization for independent school groups and individual schools in B.C. The Federation acts as spokesman for its members in British Columbia, and as a liaison between the schools, the provincial government, and other educational institutions. The FISA is dedicated to assisting independent schools in maintaining their independence while seeking fair treatment for them in legislative and financial terms.

Section 3: Our School

Staff Assignments/Teaching Positions
School Hours and Bell Schedule
Emergency School Closures
School Calendar

Elementary School Staff Assignments and Teaching Positions for 2016/2017

Kindergarten	Mrs. Christine Lozinski Mrs. Mary Owen	c.lozinski@mrccs.ca m.owen@mrccs.ca
Grade 1K	Mrs. Paula Kaburia	p.kaburia@mrccs.ca
Grade 2HB	Mrs. Mandy Holdcroft Mrs. Karen Bowering	m.holdcroft@mrccs.ca k.bowering@mrccs.ca
Grade 2W	Ms. Jacqueline Warmenhoven	j.warmenhoven@mrccs.ca
Grade 3	Mrs. Grace Newbigging	g.newbigging@mrccs.ca
Grade 4	Mr. Jerry Vos	j.vos@mrccs.ca
Grade 5	Mr. Rod Reid	r.reid@mrccs.ca
Grade 6/7BR	Mrs. Bonnie Roda Miss Heather Brown	b.roda@mrccs.ca h.brown@mrccs.ca
Grade 6/7U Learning Assistance Teacher/ Special Education Director Special Education Assistants	Mr. Blaine Unger Mrs. Pieta Wiersma Mrs. Lydia Cox Mrs. Diana Meekel Mr. Devon Brindley Ms. Alyssa Faber Mrs. Kristina Eden Mrs. Simona Cihelka Ms. Laura Cramer Mrs. Laurie May	b.unger@mrccs.ca p.wiersma@mrccs.ca l.cox@mrccs.ca d.meekel@mrccs.ca d.brindley@mrccs.ca a.faber@mrccs.ca k.eden@mrccs.ca s.cihelka@mrccs.ca l.cramer@mrccs.ca l.may@mrccs.ca
Music Teacher, Grade 1-12 Grade 6 and 7 Art Teacher Librarian Library Assistant Information Tech/Tech Support International Student Co-ordinator ELL Specialist Preschool/Junior Kindergarten	Mr. Barry Davison Mrs. Laurel Vlieg Mrs. Rita Vroom Mrs. Sheila Puchalski Mr. Graham Coates Mrs. Lana Maki Mrs. Mary Owen Mrs. Ingrid Fritsch Mrs. Lizette Tsuchiya	b.davison@mrccs.ca l.vlieg@mrccs.ca r.vroom@mrccs.ca s.puchalski@mrccs.ca g.coates@mrccs.ca l.maki@mrccs.ca m.owen@mrccs.ca i.fritsch@mrccs.ca l.tsuchiya@mrccs.ca
Financial Assistant Office Assistant Administrative Assistant Assistant Principal Principal	Mrs. Connie Baxter Mrs. Kim O'Dell Mrs. Yvonne Cramer Mrs. Bonnie Roda Mrs. Valarie Sawka	c.baxter@mrccs.ca k.odell@mrccs.ca y.cramer@mrccs.ca b.roda@mrccs.ca v.sawka@mrccs.ca

School Hours

School begins at 8:20 am with the warning bell. Students are to be in their classes by 8:25. School ends at 2:55 pm. Thursday will be a late start time of 9:00 am due to teacher collaboration time. Students are expected to respect the learning community by being on time for all of their classes. Repeated, habitual “lates” are a source of frustration for teachers and students alike and will be dealt with as a more serious matter. Students must first go to the office to receive a “late slip” if they arrive after start times.

Students need to be picked up after school by 3:10 pm, but no later than 4:00 pm, in an unusual circumstance, when the office closes.

School office hours are 8:00 - 4:00, Monday through Friday, mid-August to early-July.

Emergency School Closures

If school is to be cancelled due to inclement weather conditions, notice of the closure will be placed on our school’s answering machine, and on the front page of our website (www.mrcs.ca).

Bell Schedule (Monday, Tuesday, Wednesday & Friday)

Warning Bell	8:20 am
Recess	10:15-10:30 (bell at 10:30)
Lunch (inside)	12:00-12:15
Lunch recess	12:15-12:45 (bell at 12:45)
End of Day	2:55 (no bell)

Bell Schedule (Thursday)

Warning Bell	8:55 am
Recess	10:15-10:30 (bell at 10:30)
Lunch (inside)	12:00-12:15
Lunch recess	12:15-12:45 (bell at 12:45)
End of Day	2:55 (no bell)

Maple Ridge Christian School 2016/2017 School Calendar

***Please check website www.mrcs.ca for changes**

Community Server – Galatians 5:13b rather, serve one another humbly in love.

August 2016

22 Office opens for 2016/2017 school year

September 2016

6 First day of school
6 All school chapel, 10:40 AM
6-20 Kindergarten – **½ days**
9 No chapel
12-13 Grade 8 camp, Lake Kawkawa
13 Meet the teachers, 6:30 – 7:30 PM
13 Grade 12 parent meeting, 6:30 – 7:00 PM
13 Grade 8 parent meeting, 6:30 – 7:00 PM
13 Grade 6 parent meeting, 6:30 – 7:00 PM
15 Student & Staff photo day
16 Secondary chapel
16 Grade 9 day camp in Squamish – “Survivor Challenge”
19-21 High school leadership camp, Loon Lake
20 New parent orientation, 7:00 PM
21-22 Kindergarten – **full days**
23 Elementary chapel
23 Middle school theme day
23 Kindergarten – **½ day**
29 Terry Fox Run, 8:30 AM
30 Secondary chapel
30 Family Fun Fair, **early dismissal, 1:30 PM**

October 2016

TBA Kindergarten vision & hearing testing
5 Photo retakes (morning)
6-7 **NO SCHOOL P-12**, Pro-D Day, CTABC conference
10 **NO SCHOOL P-12**, Thanksgiving
14 Elementary chapel
17 Grade 4-7 SD cross country
18 Grade 1-3 SD cross country
19 Grade 4-7 CESS cross country
21 Secondary chapel
21 Parents grad letters due to office
21 High school interims emailed, elementary sent home
24-25 External evaluation from ministry
26 Grad breakfast, 8:30 – 10:00 AM
26 Annual General Meeting, 7:00 PM

28 Elementary chapel

November 2016

TBA Scholastic book fair
 TBA Grade 6 & 9 immunizations
 TBA Grade 6/7 exploratories
 4 Secondary Chapel
 9 Board meeting, 6:30 PM
 10 All school Remembrance Day chapel, 10:45 AM
 11 **NO SCHOOL P-12**, Remembrance Day stat holiday
 14 **NO SCHOOL P-12**, Report card writing day
 18 Kindergarten information day, 9:00 – 10:00 AM
 18 Elementary chapel
 25 Secondary chapel
 25 Elementary report cards sent home & HS report cards emailed
 29 Grade 8 High school information night, 7:00 PM

December 2016

1 Parent/Teacher conferences, 1:45 – 8:00 PM, **early dismissal, 1:30 PM**
 2 **NO SCHOOL**, Parent/Teacher conferences, 8:30 AM – 3:00 PM
 8 Grad Christmas dinner at Mrs. Sawka's, 6:30 PM – 9:00 PM
 9 Secondary chapel
 9 Grade 10 – Education Fair, Vancouver, 8:00 AM – 3:00 PM
 12-16 Lost & Found displayed
 13 Dress rehearsal for Christmas concert, **1:00 PM**
 14 Christmas concerts, **1:30 PM & 7:00 PM**
 16 All school chapel, CRC church, 8:45 AM
 16 High school locker clean out
 16 Last day of school before Christmas break, **early dismissal, 1:30 PM**
 17-Jan 2 Christmas break (back on Tuesday, Jan 3rd)

January 2017

TBA Nathan Bol speech contest
 TBA Open House
 TBA Grade 6/7 ski trip
 TBA Spelling Bee
 TBA Medieval Fair
 3 School re-opens after Christmas break
 3 Re-Registrations mailed out
 6 Secondary chapel
 6 High school interims emailed home
 13 Elementary chapel
 16 Elementary & HS team meetings, 3:15 PM
 20 Elementary chapel
 20 Last day of semester 1 for high school
 23-27 Exam week for high school
 23-27 Grade 11 Mentorship week
 26 High school Science, Technology and Math showcase

27	Grade 6 Missions Fest, Vancouver
30	First day of semester 2 for high school
31	Early Bird Re-registrations due

February 2017

TBA	2 nd set of Grade 6&9 HPV Immunizations
1	New Registrations accepted
3	Elementary chapel
3	High school report cards sent home
6	All school staff meeting, 3:15 PM
8	Grad Photos, Photo Express
10	NO SCHOOL, P-12, PRO-D Day
13	NO SCHOOL P-12, BC Family Day
17	Secondary chapel
22	Kindness starts here day
24	Grandfriends Tea, 9:30-11:30 AM
27	NO SCHOOL, K-7 – Report card writing day

March 2017

TBA	Jump Rope for Heart
3	Secondary chapel
6-10	Lost and Found displayed
8	Board meeting, 6:30 PM
10	Elementary chapel
10	HS interims emailed
10	Elementary report cards sent home
10	Last day before Spring break, early dismissal at 1:30 PM
11-26	Spring Break
11-18	Esperanza missions trip
27	First day back after Spring Break
31	Secondary chapel

April 2017

TBA	Elementary talent show
7	Elementary chapel
7	P-12, early dismissal, 1:30 PM
8	Grateful Hearts Dinner and Auction and MRCS 60 th Celebration
11	Grad Portfolio's, 6:30 PM – 9:00 PM
13	All school Easter chapel
14	NO SCHOOL, P-12, Good Friday
17	NO SCHOOL, P-12, Easter Monday
19	Spring General Meeting, 7:00 PM
21	Secondary chapel
24	High school report cards sent home
26	Administrative Professionals Day
28	Elementary chapel

May 2017

TBA	3 rd set of Grade 6 & 9 HPV immunizations
TBA	Grad trip
TBA	Grade 6/7 exploratories
4	Grade 4-7 CESS track & field meet
5	Secondary chapel
5-7	Drama production
12	Elementary chapel
12	Junior Kindergarten Mother's Day Tea
12-14	Drama production
18	High school interims emailed home
18	Early dismissal, 1:30 PM
19	NO SCHOOL P-12 , Staff Appreciation Day
22	NO SCHOOL P-12 , Victoria Day
26	Elementary chapel
26	New Kindergarten day

June 2017

TBA	Grade 6 Waterslides
TBA	Grade 7 Playland
2	Elementary chapel
7	Celebration of Athletics, 6:15 PM (?)
9	Elementary chapel
9	Team spirit day, K-5
12-21	Lost & found displayed
16	Elementary chapel
19	Jr. Kindergarten Graduation 9:00 AM (gym)
21	HS locker clean out
21	Kindergarten graduation, 9:00 AM (gym)
21	Middle school awards, 10:45 AM (library)
21	High school awards assembly, 12:15 PM (gym)
21	Grad ceremony rehearsal, CRC Church, 1:30 PM
21	Last day of school for K-12, early dismissal at 1:30 PM
21	K-7 report cards go home
22	All school staff meeting, 3:15 PM
22-27	Elementary teachers in-service
22-28	Exam week, grades 8-12
28	Elementary permanent records cards finished and report cards filed
29	Grade 12 Graduation ceremony, CRC church, 6:00 PM
29	Grade 12 Graduation banquet, Pitt Meadows Golf Club, 7:30 PM
30	School office closed for summer

Section 4: Student Health and Safety

Health Care
Guest Speakers
Breakfast and Lunch
Healthy Living
Emergency Procedures
Safe Environment
Student Supervision
Harassment and Bullying
Information and Technology Safety

Health Care

All Public Health Nurses assigned to the local schools are Registered Nurses with additional education to qualify as Public Health Nurses with the Province of B.C.'s Ministry of Health. All Kindergarten students are given annual dental checkups (visual only) and eye examinations. (These are not in depth evaluations and should not replace regular care by a dentist or ophthalmologist). The Public Health Nurse will also conduct a dental or eye exam of any student suspected of having difficulties in those areas. As well, all grade 6 students are given a series of Hepatitis B inoculations.

Guest Speakers

Occasionally special groups or persons are brought in to speak to the classes on topics relating directly to the curriculum or on topics of general interest.

Representatives from local law and safety detachments make regular contact with the school and will occasionally speak to the children and/or show videos to create awareness for various subjects relating to safety.

Breakfast and Lunch

We encourage good health habits and proper nutrition. Parents are expected to provide their children with proper breakfasts and nutritious lunches.

Healthy Living

God has commissioned us to care for the body he has given us. Living healthfully, teaching our children to be healthy, and to take care of ourselves, is an important part of Christian living. MRCS is committed to encouraging a healthy lifestyle for students and staff. Students in elementary school participate in 30 minutes, or more, of physical activity each day

Emergency Procedures

Maple Ridge Christian School teachers and staff have well defined emergency procedures that are updated annually to meet the needs of our community. Students participate in regular safety drills (fire, earthquake and lockdown) to ensure the proper procedure can be followed should a real emergency occur. In addition, all members of the MRCS staff participate in first aid and CPR training. Our Crisis Management Team meets regularly to ensure that our emergency procedures are current. For more details about our emergency preparedness plan please contact the school office.

Safe Environment

Our families have spent many years developing the facilities of MRCS. Many generations of students have been educated in this place. We want to honour those who have gone before us by being responsible stewards of our buildings. To keep our school in good condition, please observe the following guidelines:

1. Please report any damage done to school property or equipment immediately.
2. Do not write on or deface furniture, textbooks, or walls.
3. Use garbage and recycling containers. Keep classrooms, hallways, and floors tidy.
4. Participate in school-wide programs and routines to ensure the fields are free of garbage.

Visitors to the School

All visitors, including former students, must identify themselves at the office and may visit the school at the discretion of the administration. We ask that students get the permission to bring in a visitor, from the administration the day before a visit. In addition, visitors must remain with their host throughout the visit.

When visitors or parents are in the school they are asked to sign in and out at the office and wear a visitor or parent badge during their stay.

Supervision of the Students

There will be a minimum of two supervisors available during all of the following times.

Before school hours	8:10-8:20
Recess	10:15-10:30
Noon Recess	12:00-12:45
After School	2:55-3:10

Students remaining indoors are supervised at all times. This includes noon hour gym activities. All students must remain on the property during school hours unless properly supervised by the staff person in charge.

Students need to be picked up after school by 3:10 pm, but no later than 4:00 pm, in an unusual circumstance, when the office closes.

Harassment and Bullying

Rationale:

Maple Ridge Christian School uses a school-wide approach to safety and belonging to community. This policy is intended to send a strong message to all individuals in our school that we do not tolerate bullying in any form under any circumstances.

Definition of Bullying:

Bullying is an intentional act of aggression that is repeated over time and occurs in relationships where there is a real or perceived imbalance of power. Bullying includes verbal harassment through verbal actions and cyber bullying, physical assault and other more subtle methods of coercion such as manipulation and social exclusion.

If a student has concerns about the nature of any physical contact by an adult employed by the school, fellow student, or by a member of the public, the student should immediately report this to a teacher, Principal, or school staff member. Students are encouraged to report any conduct or contact that makes them feel uncomfortable or is contrary to a stable learning environment.

Students must refrain from all forms of harassment. Parents will be notified and the offending student(s) will receive consequences as set out in the MRCS Discipline Policy.

Information and Technology Safety

Our computer system at Maple Ridge Christian School is on a network that has filters that prevent certain inappropriate images and sites from appearing on our student's screen. Unfortunately, not all inappropriate images or sites are caught even with our filtering system and a word or misspelling can lead to something popping up that we would not deem appropriate.

Choosing to be proactive, we will educate students about proper ways to use the technology and information found on computers. We will also diligent in researching and using child friendly approaches to using technology and Internet resources.

Should an incident occur at school where a student is exposed to inappropriate web content or images the student is expected to immediately press the backspace bar to remove the image or site from the screen. He/she is not to draw attention to the image or site to the other students but to raise his/her hand to inform the teacher about what had occurred. The teacher will inform you, should this have happened while at school.

Realizing the accidental nature of what has occurred; your child will be applauded for handling the situation in a mature fashion. Should your child, however, deliberately seek out inappropriate sites or images by typing in inappropriate words, he/she will be dealt with seriously.

Section 5: The Everyday Details

- 5.1 Routines and Procedures
 - 5.1.1 Lates and Attendance
 - 5.1.2 Parking Lot Procedures
 - 5.1.3 Medication
 - 5.1.4 MRCS shirts
 - 5.1.5 Gym Strip
 - 5.1.6 Indoor/Outdoor Shoes

- 5.2 Student Conduct Expectations
 - 5.2.1 General Behaviour Expectations
 - 5.2.2 Attitude
 - 5.2.3 Inappropriate Language
 - 5.2.4 Fighting
 - 5.2.5 Cheating and Plagiarism
 - 5.2.6 Vandalism/Respect for Property
 - 5.2.7 Theft
 - 5.2.8 Weapons
 - 5.2.9 Smoking, Illegal Substances and Items
 - 5.2.10 Dress Code
 - 5.2.11 Use of Personal Electronic Devices
 - 5.2.12 Sports Equipment Use
 - 5.2.13 Bicycles, Skateboards, Scooters etc.
 - 5.2.14 Hallway Etiquette
 - 5.2.15 Snow Days

- 5.3 Student Policies
 - 5.3.1 Discipline
 - 5.3.2 Field Trip
 - 5.3.3 Dealing with Conflict

- 5.4 Student/Teacher Behaviour Contract

Routines and Procedures

Lates and Attendance

Punctuality and regular attendance are excellent life skills and positive character traits for all students to acquire. Students are expected to attend for the full school day, unless they have officially been excused. Good attendance plays an important role in academic achievement. Absences create extra work for students, teachers, and administration staff, and should be avoided whenever possible. Parents are requested to keep vacation plans to scheduled holiday times in an effort to support the development of excellent attendance patterns in their children.

Late Arrivals

Please be on time. School starts at 8:25 and students are expected to be in their classrooms at that time. Should a student arrive late for school he/she must report to the school office and receive a **late slip**. The late slip must be given to the teacher whose class he/she enters.

If the student has a legitimate reason for being late (such as a doctor or dentist appointment), please notify the office by phone or email.

If a student accumulates too many lates, he/she will receive a notice from the office of the principal about further disciplinary measures.

Attendance

In the event that a student is absent from school, the parent/guardian should phone the school before 8:45 a.m. and state the reason for the absence, as required by the Ministry of Education. For absences that are known beforehand, a parent/guardian should notify the school well before the absence date.

Students and parents are responsible for communicating with their teachers before a planned absence so the teachers can outline the required work or other consequences.

If a student takes ill during the course of the day he/she must inform the teacher of the class that he/she is leaving and report to the office. The office staff will inform parents/guardian of illness and request they make arrangements for the student to go home. Students are not allowed to be in the health room without the permission of the office staff.

Regular attendance is essential for success in school. Excessive absence has the potential to severely harm the learning process. It is important for students to be present in the classroom to participate in the discussions, activities and interactions. Illness and serious family crises should be the primary reasons for absenteeism.

Students who miss classes for vacation-related reasons cannot expect help or tutoring during class time. If a test is missed due to sickness or pre-arranged absence, it must be completed outside of class time.

Parking Lot Procedures

Enter the parking lot from the south entrance, drive through and exit from the north exit. When you enter the school parking lot please only stop briefly in the drop off lane when dropping off children and leave the left lane open for cars to drive through the parking lot.

If you are parking, please remember to back in when you park, as it makes it easier and safer to pull out when all the children are around.

Medication

The school office administers necessary medication to students. Teachers do not. However, the office cannot dispense any kind of medication, including pain relief for headaches, etc., without a “*permission for administering medical information*” form, signed by a parent or guardian, and medication that has been brought from home, clearly marked with the child’s name. Please visit the school office to make proper arrangements.

MRCS shirts

The MRCS polo shirts are available for purchase through the school office. The students in Kindergarten to Grade Five wear their school shirts on chapel days.

Gym Strip

Grades 4 through 7 students have gym strip that they are expected to wear during their Physical Education classes. MRCS Gym shirts are available for purchase through the office. Please wash the gym clothes regularly and ensure that students have them at school on the days they participate in physical education.

Indoor/Outdoor Shoes

The students in the primary (K-3) grades need to keep a pair of “inside” shoes at school. They are expected to wear these shoes in the classroom and hallways throughout the year. Indoor shoes must have non-marking soles.

Student Conduct Expectations

General Behaviour Expectations

Students at Maple Ridge Christian School are expected to treat other students and the staff at MRCS with dignity and respect, seek to work out conflict in age appropriate ways, adhere to the standards established by the school, and strive to develop their skills and talents to the best of their abilities.

Attitude

It is important that students strive to live a consistent Christian lifestyle. Consideration, courtesy, and respect must be shown to all staff, fellow students, and visitors to the school. Cruel teasing, bullying, and negativity are unacceptable. All students are expected to contribute positively, in actions and attitudes, to the classroom and school community.

Intervention will happen when students are at risk in this area. Support services are available for students and will be recommended or required if students are unable to make significant changes on their own.

Inappropriate Language

Use of abusive talk, swearing or offensive language is not tolerated. Verbal threats will be treated seriously and consequences will be measured against the comments made.

Fighting

Fighting may result in an in or out of school suspension and possible probationary status.

Cheating and Plagiarism

We are called to be people of integrity and honesty. Producing work that is not your own and/or not giving appropriate credit (ie. 'citing') is a serious offence. Cheating on a test or an assignment and/or plagiarism will result in an automatic zero and a record of the offence will be made. In addition, parents will be notified of the incident. Teachers may or may not allow for the opportunity of a 're-write' depending upon the nature of the offence and whether or not this has occurred in the past.

Vandalism/Respect for Property

In addition to a penalty when students are involved in vandalism, they will have to pay the cost to repair or replace any property damaged as a result of their actions.

Theft

Theft may result in a suspension and appropriate restitution must be made. When appropriate, the police will be involved.

Weapons

Any item construed as a weapon may not be brought to school. Bringing such an item will result in immediate and permanent confiscation. This category also includes Swiss army knives.

Students bringing weapons to school or having weapons at school will not be tolerated and may result in an immediate suspension.

Students who are aware that weapons are at the school should notify the staff immediately to ensure the safety of all students and staff. In case that this should happen, the police may be involved.

Smoking, Illegal Substances and Items

We are committed to encouraging a smoke-free lifestyle for students and staff; therefore, the use and possession of cigarettes, e-cigarettes and vapour products is not permitted on school property or at any school related function.

Illegal substances and items such as drugs, alcohol, fireworks, and weapons of any kind are *illegal* and will be treated as such. Contraband possession by students at school will be considered serious and criminal proceedings may result.

Dress Code

Our choice of clothing is one of the ways we live out our faith at MRCS. As temple-keepers, we care for our bodies. As image-reflectors, we care about what our clothing communicates. We value respect and modesty. We value physical activity and dress must be appropriate for school activities.

- Clothing with graphics must be respectful and represent school values.
- Clothing must cover undergarments, midriffs, cleavage and backs.
- Shoes must be worn at all times. No flip-flops due to safety reasons.

- For PE class, students must wear an MRCS PE shirt along with non-marking athletic footwear and athletic shorts or pants.
- Male students must wear sleeved shirts.
- Female students in grades six and older wearing sleeveless shirts must have straps that are three fingers in width.
- Female shorts and skirts must be a hand width from the knee in length.
- Female leggings must be worn with a long shirt, skirt or dress that covers the bottom.

Inappropriate attire includes: drug and alcohol designs, sexually explicit or offensive/suggestive designs, profanity, threatening, derogatory and discriminating language. Hats on and hoodies up are not permitted in the school building.

The dress code applies to all school functions.

If a student is not in compliance with the dress code, s/he will be asked respectfully to change into clothing that meets code requirements.

For PE classes, students need an MRCS PE shirt along with non-marking athletic footwear and shorts or athletic pants.

Use of Personal Electronic Devices

Phones and other electronic devices may be used before school, during breaks, at lunch, and after school only. Phone calls are not to be made in the school building. It is at the teacher's discretion to remove electronic devices during class, i.e. tests, exams, inappropriate use. Once taken, it will be brought to the office and returned to the student at the end of the day.

Sports Equipment Use

Sports equipment is available to students. All equipment must be signed out by the student requesting use, and must be returned by him/her to be checked off by the supervising student. Students who lose equipment due to their negligence, or cause damage to equipment will be charged replacement costs.

Bicycles, skateboards, scooters, etc.

Bicycles are to be placed in the bicycle racks provided and left there until they are needed for the return home. They are off limits at all other times. Please provide your child with an adequate lock for his/her bicycle. The school will not be responsible for bikes not locked up.

Students are not allowed to skateboard, rollerblade, scooter, roller-skate etc. on school property. Doing so may result in it being confiscated.

Hallway Etiquette

Students are expected to practice consideration in the halls. Basic good manners are required (i.e., making room for people to pass, no running, pushing etc.). Students are expected to walk quietly and keep noise to a minimum in the hallways during school hours. Loitering or "hanging out" in the hallways during school hours is very inconsiderate and may result in a negative consequence.

Snow Days

Snowballs are not permitted on the school grounds.

Student Policies

Discipline Policy

Philosophy

If the name of our school is a reflection of how we live, then the behaviour of students within the school must be "Christ-like". Our Code of Conduct must reflect our faith in action leading toward the fruit of the Spirit as stated in Galatians 5:22: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Teaching students to be "Christ-like" in the way they behave is an integral part of a Christian school. Occasionally, when teaching "Christ-likeness" in students, it is necessary to discipline them to bring this desired result about.

Discipline, done in love, leads an individual toward discipleship before Christ. The emphasis is future healing. It is never an end in itself, but rather a step toward genuine faith in action.

What is Discipline?

It is important to realize that discipline is not merely an "unavoidable irritation", but rather, a golden opportunity to teach the life-long skills young Christians so vitally need. It is our mandate to teach students to be accountable and responsible before God for their behaviour. When viewed in this light, discipline is a natural and vital part of Christian education.

Students are expected to respect each other as well as their elders (Luke 6:31 - Do to others as you would have them do to you).

Students will be called to portray the example Christ set before us (Philippians 2:5 - Your attitude should be the same as that of Christ Jesus).

Discipline Policy

A) Student Level

At this level it is important to teach students to work through (talk out) crisis situations. As a Christian school we wish to help students realize they are accountable and responsible for their behaviour. Life-long skills, like honouring their peers (by cooperating and working a situation out) is an important step in learning to walk the Christian walk.

B) Teacher Level

When students cannot work out situations or behave inappropriately, the classroom teacher may have to intervene. At this point a teacher may choose to discipline a student.

C) Administrative Level

On occasion, the Principal may become involved in a situation. In cases of physical harm, self-harm, destruction of property or blatant disrespect for authority, an administrator may choose to intervene.

D) Parental Level

Since the school is a continuation of the home, it is important to frequently bring the two together to discuss a crisis situation or persistent infraction of the rules. Again, the purpose is to work toward future healing and corrective behaviour.

E) Education Committee/Board Level

Occasionally, in extreme or persistent behaviour situations, the administration may suspend or expel a student. Although this certainly is not the desired result, it may be necessary to keep harmony in the school setting as well as serve the best interest of the student involved.

Field Trip Policy

Field trips are an important part of the educational experience at Maple Ridge Christian School. Students are expected to attend the classroom field trips as a part of their learning. Teachers will notify the parents prior to a field trip and, in certain cases, will inform parents of the additional costs involved.

During a field trip all participants are expected to follow the provincial laws and rules established. Students under the age of 9 that are not yet 4'9" tall must be in a booster seat. All occupants of the vehicle need to wear their seatbelts. While on the field trip parents should not make unscheduled stops or deviate from the teacher's instructions. As a general rule, when you drive for a field trip, *you leave together, drive together and arrive together.*

We always are in need of parent drivers for school field trips and we appreciate parents who are able to help out in this way. In order for parents to drive for field trips, they must fill out a 'Volunteer Driver Registration Form' and submit it to the office along with a Driving Abstract (British Columbia Driving Record Search). No parent may drive students, other than their own, if these forms have not been done. It is the responsibility of the staff member in charge to confirm that the drivers volunteering for the field trip have met the above criteria.

All drivers must carry a minimum of \$3,000,000 Third Party Liability, be at least 25 years of age and have a minimum of five years of driving experience.

Driving Abstracts (British Columbia Driving Record Search), can be obtained free of charge from any Motor Vehicle Branch, or by phoning 604-661-2255.

A Criminal Record Check is required for all volunteer drivers. Can be done online and is free of charge. See link on "Volunteer Driver Registration Form"

A new Driving Abstract must be submitted every 5 years. A new 'Volunteer Driver Registration Form' need only be re-submitted if there is a change in the vehicles used.

Student/Teacher Behaviour Contract

The staff, teachers and administrators are committed to:

1. provide the best in Christian education,
2. respect you as one created in the image of God,
3. pray for you,
4. work with you to develop your academic abilities,
5. work with you to develop your God-given talents,
6. communicate openly with you and your home, and
7. act as role models for you in work and deed.

In return, we require from you:

1. a willingness to respect and work with the school organization,
2. an acceptance of, and compliance with, the standards established by the school for behaviour both in and out of school,
3. a respect for the adults placed in authority over you, volunteers and guests,
4. a respect for the dignity and rights of your fellow students,
5. a commitment to strive to develop your skills and abilities,
6. an openness to communicate your concerns and needs to the staff, and
7. a serious attempt for regular attendance and punctuality

Dealing with Conflict

Students in the elementary years are taught the following strategy for dealing with conflict and problems when they interact with each other. Teachers and support staff encourage students to work these steps when they encounter difficult situations with other children.

Five Steps

To Problem Solving for Students

If another student is bothering you:

1. Ignore them or walk away
2. Tell the person to stop
3. Tell the person that you are going to tell a teacher if he/she doesn't stop
4. Tell a teacher
5. Keep telling a teacher until the problem is solved

Section 6: Home & School Communication

Being Informed

Website

Weekly Notices

Being Involved

Society General Meetings

Opportunities to Serve

Being Considerate

Parent/School Contact

Conflict Resolution

Being Informed

Website

Our school website is located at www.mrcs.ca. It is a great place to learn more about your school community. Once you are on the web page you will be able to access a large number of resources and information, such as the school calendar, parent handbooks, admissions forms and more. In addition the website keeps you up to date on the latest events at our school. It also provides a large variety of learning resources through the library link available in the online community. The weekly school newsletter, (“The Buzz”), is emailed out every Monday evening (except in the case of a holiday).

Weekly Notices

In the elementary grades the teachers provide the students and parents with regular classroom updates through weekly newsletters or special notices. These updates often include special information pertinent to your child’s classroom, such as field trips or homework assignments. Please be familiar with your classroom’s notices and read them carefully throughout the year.

Being Involved

Society Meetings

As a parent you are a member of the Haney-Pitt Meadows Christian School Association. Being a member includes participating in the Society meetings held in the fall and in the spring. During the meetings you will have an opportunity to vote on the budget, elect new board members, voice concerns and represent your child.

Opportunities to Serve

MRCS is a small community and we are most successful when many of us come together and help out. Throughout the year there are many opportunities where you can serve, such as work bees, committees, classroom events and so much more. We hope you share of your gifts and talents with us. If you are volunteering in the classroom, you must have a Criminal Record Check done. Please see the office to get the paperwork.

Being Considerate

Parent and School Contact

During the school day you can call the school directly at the office or email the office at mrcs.office@mrcs.ca. If you need to leave a message for a teacher or your child the office will forward the message as soon as possible. After school hours you may leave a message at the office or send an email. The teacher’s email addresses are also available in your handbook so that you may contact them directly. Please be considerate and do not interrupt a class to speak to a teacher or student about a lengthy concern.

Conflict Resolution

Occasionally a situation may arise where you are concerned or frustrated about something that is happening in your child’s classroom. When this happens please do not hesitate to take appropriate steps to see this issue is resolved. We ask that as soon as you have a concern that you would first

address the problem with your child's classroom teacher. Together you will be able to brainstorm ways to successfully resolve the conflict. Should this not adequately fix the situation you are then encouraged to speak to the principal or vice principal and have him or her mediate and become involved in the conflict resolution. . Situations that cannot be resolved at the administration level can then be taken to the Board of MRCS.

Section 7: Educational Programs

Overview

- Educational Program
- Teaching Faculty
- Academic Performance
- Teaching for Transformation
- Assessment and Evaluation

Curriculum and Instruction

- Primary
- Intermediate
- Middle School

Special Programs

- Learning Assistance
- Library

The Role of Parents

Overview

Educational Program

The curriculum provides a Christ-centered view of education for life, and endeavours to bring Biblical insight in teaching to each discipline. In addition, Maple Ridge Christian School prepares and equips students from Kindergarten to Grade 12 Graduation Program. The curriculum, within the framework of the vision, follows the standards set forth by the B.C. Ministry of Education, as well as by the Society of Christian Schools in B.C.

Teaching Faculty

Only fully qualified and certified teachers are employed by MRCS. These teachers are selected on the basis of their commitment to Jesus Christ, their academic training, and their experience. Teachers hold certification through the BC Teachers' Regulation Branch or the Independent Schools Branch of the Ministry of Education.

Academic Performance

All students are uniquely created to give glory to God their creator, and we encourage and expect that students will work according to their God-given abilities. Children will be encouraged to show individual initiative in their work. Teachers do much to foster an attitude of "work for the intrinsic value of it", but this also requires parental support. Children are given opportunities to show what they can do and encouraged to work to their individual potential.

It is the responsibility of the student, with the support of the parents and teachers, to make up or complete all tests or work missed due to absence from school.

Teaching for Transformation

As disciples of our faithful Saviour Jesus Christ, Maple Ridge Christian School upholds ten discipleship characteristics. This is how we live out our faith within our school community.

- Image-reflectors**- demonstrate our response to Christ's call to be ambassadors for Him.
- Community-servers**-build shalom and heal brokenness as both communal and global citizens.
- God-worshippers**-involved in meaningful worship experiences with a grateful heart.
- Justice-keepers**-act as agents of change by identifying and responding to injustices.
- Temple-keepers**-care for our bodies as temples of the Holy Spirit, mindful that all aspects are interrelated.
- Beauty-creators**-praise God by creating beautiful things.
- Creation-caretakers**-respond to God's call to be responsible stewards of all of creation.
- Order-discoverers**-find harmony and order in God's creation.
- Idolatry-discerners**-identify and understand the idols of our time.
- Truth-seekers**-seek and proclaim truth in all areas of life.

Assessment and Evaluation

The school year is divided into three terms. At the end of each term a report card monitoring student progress will be sent home. At the end of the first term formal parent teacher conferences are scheduled and parents and teachers meet to discuss the student's progress at school. Additional meetings may occur throughout the year at the request of the parent or teacher.

During the primary years the report card will state whether a student is meeting expectations, exceeding expectations, minimally meeting, or not meeting grade level expectations. When students reach the intermediate grades, they will begin to receive letter grades rather than the former system of evaluation based on whether a student is meeting expectations for that grade. At all grade levels, parents are provided with comments that provide information on their child's strengths and weaknesses.

Curriculum and Instruction in the Primary Program

Philosophy

At Maple Ridge Christian School, we believe in working with parents to celebrate and foster all aspects of a child's development

We believe that the child is born of a sinful nature and in need of redemption, therefore, the child seeks guidelines, rules and expectations. We also believe a child can be made a new creature in Christ. We believe we are created by God and are therefore dependent. Because we are dependent we seek belonging, significance, affection, and respect. We believe also that a child is an image bearer. Dignity and worth come from our Creator and confidence in ourselves comes from successes. As servant leaders we believe it is our responsibility to nurture, admonish, guide, structure and unfold opportunities for education of the heart as well as the mind.

The Learning Process

All parts of God's creation are interrelated. All subject areas are taught from a biblical worldview. Students are encouraged to discover, discern, and respond to the marvels as well as the problems of our world. We recognize that children learn in different ways and at different rates and provide opportunities to accommodate these differences. Living and learning together in community, we develop and encourage "devotion to one another in brotherly love, honouring one another above ourselves, sharing with God's people who are in need, practising hospitality and living in harmony with one another" (Romans 12:10, 10:13,16).

Curriculum and Instruction in the Intermediate Program

Philosophy

First and foremost we recognize that our faith in Jesus Christ calls us to respond to Him through all areas of life. Whether it be academics, fine arts, athletics, or other extracurricular activities, we wish to honour our Heavenly Father with all we have and do. In doing this, we recognize that each child is blessed with unique gifts and talents by our Creator and King. Through self-evaluation, goal setting, formal assessment, as well as guidance by staff and parents, we seek to help students discover their gifts and use them in responsible service for the Kingdom.

As students enter the intermediate grades, there is a greater emphasis on developing critical thinking skills that allow students to problem solve and define their own belief system. Students, with direct guidance, are encouraged to explore issues that are not always black and white. They are exposed to a variety of viewpoints and will develop strategies for evaluating them. With a

Christian worldview in mind, students are encouraged to seek for truth in a world that isn't always clearly defined.

The intermediate years are a time to capitalize on the educational foundations laid down during the students' primary experience (eg. reading and writing). These are also the years when students develop a personal relationship with their Saviour and learn how to respond in service to their Creator. As a staff we wish to nurture and enhance this development. Students are constantly being asked, "What would God want you to do in this situation?"

The Learning Process

Throughout our educational program, we encourage students to interact with what they are learning about the Creation. We value critical thinking and cooperative learning as ways to promote this active learning.

We also value relevance (making connections) throughout the different subject areas whenever possible and whenever genuine. Because the Creation is so incredibly connected and integrated, it is only natural that the learning process reflects this.

Effective, articulate communication is valued in the intermediate grades. Through a variety of experiences in reading, writing, listening, and speaking, students will have ample opportunity to practice and improve their skills in this area.

Because our foundation is based on the Word of God, we challenge students to put their faith into action. From behaviour (respect for fellow man) to accountability (pursuit of excellence) in school work, we encourage students to portray a Christ-like lifestyle in all they do. Outreach programs, our school chapels, and our elementary school themes (Encourage one another) are ways in which we practice and encourage this lifestyle.

Curriculum and Instruction in the Middle School Program

Philosophy

Middle School learners are at a unique stage in their lives as they begin the challenging transition from childhood to adulthood. Not only are they changing physically; they are changing in their relationship with their families, their peers, the world around them, and God. We believe that each student must be guided to reflect carefully on his/her personal strengths and weaknesses and take personal responsibility for his/her own development. This is the time when the curriculum needs to actively challenge and engage these learners in a way that will call for a faithful response to their Creator and their community.

The Learning Process

We believe that our role is to help the students to understand God's world, themselves, their relationship with God and others, and their responsibility to care for God's creation. We explore the wonders of creation, the reality of sin in our own lives and the world, the redemptive grace of Christ, and our participation in the restoration. Middle School students need to explore and grow in their personal understanding of Biblical principles and truths, and realize how these relate to them and the various subject areas.

In Middle School, the curriculum actively engages our students and encourages diligent effort, providing them with opportunities to take ownership of their learning and apply it to life situations. The topics involve in-depth studies with critical thinking components, so that both personal and social issues are addressed.

The program is based on the integral nature of God's created world. Units focus on real-life issues, connect ideas and topics across subject areas, and offer students opportunities for discernment and personal response.

An exploratory curriculum enables students to discover their own abilities, talents, and interests. Through various learning activities, the students are able to deepen their understanding of self, their world, and their role in it.

As responsive individuals, we believe that Middle School students are disciples of Christ and are called to respond with obedience to what they learn. They are called to glorify God by exploring what they can offer back to contribute to shalom in both creation and community.

Learning Assistance Program

Philosophy

As a Christian School, we recognize that each student is a unique child of God with gifts, talents, and abilities. In supporting our students, we believe they can develop their full potential in serving God and others. We seek to nurture and teach each student according to the way that is best suited for the student. It is the aim of the Learning Assistance program at MRCS to support students so that they will be able to understand the concepts taught and will be able to express what they know.

How the Learning Assistance Program works at MRCS

The Learning Assistance Program at MRCS supports students in a variety of ways. Our program offers in-class assistance and withdrawal for individuals and for small groups, throughout all of the grades K-12; some students receive extra support in the classroom while others are supported in the Learning Assistance Room. The areas of support range from lessons in letter formation to math pullouts depending on the students' specific needs.

The Learning Assistance Program is overseen by a teacher, Mrs. Pieta Wiersma, and is implemented by Pieta and/or several Educational Assistants, including Mrs. Diana Meekel, Mrs. Megan Blair, Mrs. Lydia Cox, Mr. Devon Brindley, Alyssa Faber and Mrs. Kristina Eden. They work closely with the teachers to find out how they are able to support the classroom programs or courses most effectively.

Library

Purpose

The Maple Ridge Christian School library exists as an integral part of the educational program and as an extension of the classroom:

- To enrich student understanding of God's creation and all areas of life by providing resources that foster learning
- To provide a collection of works used to foster the appreciation and understanding of literature as a God-given activity
- To provide the means and methods by which students can become life-long discerning learners

Hours

The library is open Monday to Friday from 8:00 am to 4:00 pm.

Staff

Rita Vroom	librarian	r.vroom@mrcs.ca
Sheila Puchalski	assistant	s.puchalski@mrcs.ca

Instructional Program

Once a week students in grades K-7 come to the library to learn information skills, listen and be introduced to books, magazines, internet, etc, and to borrow books. Elementary students also use the library to work on projects with the librarian throughout the year.

Borrowing Guidelines

- Grades K-2 may borrow 2 books at a time for a one-week loan period.
- Grades 3-5 may borrow 4 books at a time for a two-week loan period.
- Grades 6-7 may borrow 4 books at a time for a three-week loan period.

These book limits do not include books needed for class projects.

Additional books may not be borrowed until overdue books are returned.

Overdue book notices are sent home weekly by email. There are no overdue fines, but books that are overdue for over one month, are assumed lost and a bill will be sent by email, for replacement costs. Students will also be billed for books that are returned damaged. Please put library books in a plastic bag in their backpacks to avoid damage from leaking juice boxes etc.

Following is a schedule of regularly scheduled library classes so parents will know when to expect library books home and on what day they are due back. Remember that students are not restricted to these days for borrowing or returning books.

Mondays – 6/7U, 6/7BR

Wednesdays – 1K, 2W, 5R

Thursdays – 2HB, 3N, 4V

Fridays - Kindergarten

The Role of Parents and Caregivers

There are some important ways in which parents or caregivers can help their children achieve success in school:

The child needs love and understanding. Regardless of age, the child will depend on the parents to develop that relationship. Emotional upsets hinder or block the child's academic progress and can result in failure to realize potential.

It is important to show interest in the child's school activities. Do attend school programs and school activities. Remember to use praise for accomplishments and things well done.

A child should be encouraged to work according to his or her abilities. Do compliment your child when success or improvement is shown.

A child's Christian experience should be furthered by devotions in the home and regular attendance at church and church activities.

A child needs sufficient sleep to perform well in school the next day. Children should be punctual and well-prepared for the day.

Support and encouragement at home in front of your children for the school staff is appreciated and goes a long way in enhancing respect. Concerns can be dealt with one on one with staff.