



# High School 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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# HIGH 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
- Entrance and Registration Fees
- Society Membership
- 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 registration 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](http://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.

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

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

## 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

## High School Staff Assignments and Teaching Positions for 2016/2017

Mr. Craig Ketchum	Humanities, Leadership	<a href="mailto:c.ketchum@mrcs.ca">c.ketchum@mrcs.ca</a>
Mrs. Stacy Sowerby	Humanities	<a href="mailto:s.sowerby@mrcs.ca">s.sowerby@mrcs.ca</a>
Mr. Iain Coulter	Mathematics, Sciences	<a href="mailto:i.coulter@mrcs.ca">i.coulter@mrcs.ca</a>
Mr. Quentin Flokstra	Humanities, HS Vice Principal	<a href="mailto:q.flokstra@mrcs.ca">q.flokstra@mrcs.ca</a>
Mr. Graham Coates	Tech. Support, Info. Tech.	<a href="mailto:g.coates@mrcs.ca">g.coates@mrcs.ca</a>
Mrs. Laurel Charlong	High School PE, Math & Science 8/9	<a href="mailto:l.charlong@mrcs.ca">l.charlong@mrcs.ca</a>
Mrs. Karla Hennig	High School French	<a href="mailto:k.hennig@mrcs.ca">k.hennig@mrcs.ca</a>
Mrs. Laurel Vlieg	Art, Grades 6-12	<a href="mailto:l.vlieg@mrcs.ca">l.vlieg@mrcs.ca</a>
Mr. Barry Davison	Music K-6, Band 7-12	<a href="mailto:b.davison@mrcs.ca">b.davison@mrcs.ca</a>
Mrs. Mary Owen	ELL Specialist	<a href="mailto:m.owen@mrcs.ca">m.owen@mrcs.ca</a>
Mrs. Pieta Wiersma	Special Education Director	<a href="mailto:p.wiersma@mrcs.ca">p.wiersma@mrcs.ca</a>
Mrs. Lydia Cox	LA, Homework Club	<a href="mailto:l.cox@mrcs.ca">l.cox@mrcs.ca</a>
Mrs. Rita Vroom	Librarian	<a href="mailto:r.vroom@mrcs.ca">r.vroom@mrcs.ca</a>
Mrs. Sheilal Puchalski	Library Assistant	<a href="mailto:sheila.puchalski@mrcs.ca">sheila.puchalski@mrcs.ca</a>
Ms. Lana Maki	International Student Coordinator	<a href="mailto:l.maki@mrcs.ca">l.maki@mrcs.ca</a>
Mrs. Connie Baxter	Financial Business Manager	<a href="mailto:c.baxter@mrcs.ca">c.baxter@mrcs.ca</a>
Mrs. Kim O'Dell	Office Assistant	<a href="mailto:k.odell@mrcs.ca">k.odell@mrcs.ca</a>
Mrs. Yvonne Cramer	Administrative Assistant	<a href="mailto:y.cramer@mrcs.ca">y.cramer@mrcs.ca</a>
Mrs. Bonnie Roda	Assistant Principal	<a href="mailto:b.roda@mrcs.ca">b.roda@mrcs.ca</a>
Mrs. Valarie Sawka	Principal	<a href="mailto:v.sawka@mrcs.ca">v.sawka@mrcs.ca</a>

**School Hours**

School begins at 8:20 am with the warning bell. Students are to be in their classes by 8:25 for both Middle School and High School. Middle School ends at 2:55 pm and High School ends at 3:00 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.

There is a supervised Homework Club after school from 3:00 to 4:00, Monday and Wednesday. Students awaiting pick-up and those in need of extra assistance are welcome to come and work. Some students may be required to attend upon the recommendation of their teacher(s) and/or the administration if they are failing to hand assignments in and/or are in danger of failing a course.

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

**Bell Schedule (High School-Monday, Tuesday, Wednesday & Friday)**

Warning bell	8:20
BLOCK ONE	8:25-9:50
BLOCK TWO	10:00-11:20
Lunch	11:20-12:05
BLOCK THREE	12:05-1:25
BLOCK FOUR	1:35-3:00

**Bell Schedule (High School – Thursday)**

Warning bell	8:55
BLOCK ONE	9:00-10:15
BLOCK TWO	10:20-11:35
Lunch	11:35-12:20
BLOCK THREE	12:20-1:35
BLOCK FOUR	1:40-3:00

**Emergency School Closures**

If school is to be cancelled due to inclement weather conditions, we will try our best to inform you by 7:00 a.m. A message will be placed on our school’s answering machine, and on the front page of our web site ([www.mrcs.ca](http://www.mrcs.ca)).

## Maple Ridge Christian School 2016/2017 School Calendar

**\*Please check website [www.mrcs.ca](http://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 3<sup>rd</sup>)

### 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 <sup>nd</sup> 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	<b>NO SCHOOL, P-12, PRO-D Day</b>
13	<b>NO SCHOOL P-12, BC Family Day</b>
17	Secondary chapel
22	Kindness starts here day
24	Grandfriends Tea, 9:30-11:30 AM
27	<b>NO SCHOOL, K-7 – Report card writing day</b>

**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, <b>early dismissal at 1:30 PM</b>
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	<b>P-12, early dismissal, 1:30 PM</b>
8	Grateful Hearts Dinner and Auction and MRCS 60 <sup>th</sup> Celebration
11	Grad Portfolio's, 6:30 PM – 9:00 PM
13	All school Easter chapel
<b>14</b>	<b>NO SCHOOL, P-12, Good Friday</b>
<b>17</b>	<b>NO SCHOOL, P-12, Easter Monday</b>
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 <sup>rd</sup> 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	<b>Early dismissal, 1:30 PM</b>
19	<b>NO SCHOOL P-12</b> , Staff Appreciation Day
22	<b>NO SCHOOL P-12</b> , 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, <b>early dismissal at 1:30 PM</b>
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
<b>30</b>	<b>School office closed for summer</b>

**Section 4: Student Health and Safety**

- Healthy Living
- Emergency Procedures
- Safe Environment
- Visitors to the School
- Student Supervision
- Harassment and Bullying
- Information and Technology Safety

### **Healthy Living**

Living healthfully, teaching our children to be healthy, and taking care of themselves, is an important part of Christian living. MRCS is committed to encouraging a healthy lifestyle for students and staff.

Grades 11-12 are required to record their own DPA's (Daily Physical Activities) and must return these record sheets monthly to the school. In grades 10 through 12 students must achieve 2.5 hours a week of physical activity. Grade 8-10 meets ministry requirements of Physical Activity with PE classes.

### **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 lock-down) 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, we ask students to:

1. report any damage done to school property or equipment immediately.
2. not write on or deface furniture, textbooks, or walls.
3. use garbage and recycling containers. Keep classrooms, hallways, washrooms, and floors tidy.
4. participate in school-wide programs and routines to ensure the fields and grounds are free of litter.
5. not throw snowballs around the building or parking lot at any time, in order to avoid injury to others.

### **Supervision of the Students**

In grades 8 students are expected to be on campus at all times. Beginning in grade 9 students may sign-out at the downstairs office when leaving the campus, during a "flex" block or at lunch time. **It is crucial that students sign out and in, in order to ensure accountability in case of an emergency situation.**

Students in any grade leaving or arriving, in the middle of the day must sign out or sign in at the downstairs office. Again, the school must know at any given moment who is on campus and who is not.

**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.

**Section 5: The Everyday Details**

## Student Responsibilities

## Student Conduct

- A. General Behaviour Expectations
- B. Homework Assignments
- C. Attendance and Late Arrivals
- D. Skipping Class
- E. Harassment and Bullying
- F. Cheating and Plagiarism
- G. Dress
- H. Visitors
- I. Vandalism
- J. Leaving Campus
- K. Smoking
- L. Theft
- M. Banned Substances and Items
- N. Fighting
- O. Breaking and Entering
- P. Internet/Network Violations
- Q. Cell Phones & MP3 Players
- R. School Functions
- S. Skateboards, Rollerblades, bicycles etc.
- T. Lockers
- U. Change Rooms

## Miscellaneous

- A. Medication
- B. Discipline
- C. Field Trips

**Student Responsibilities**

As members of our learning community together, both staff and students have certain responsibilities to one another.

The staff, teachers, and administrators are committed to:

1. treat all students with dignity and respect,
2. seek to work out conflict in the context of community and conversation,
3. provide students with an excellent education.

Students are expected to:

1. treat other students and the staff at MRCS with dignity and respect,
2. seek to work out conflict in the context of community and conversation,
3. adhere to the standards established by the school,
4. strive to develop their skills and abilities,
5. make a serious attempt for regular attendance and punctuality.

## **Student Conduct**

All high school students are expected to be familiar with the following expectations.

### **A. General Behaviour Expectations**

See “Student Responsibilities” above. In general, we strive to hold to our high school motto of “*community, respect, excellence*” in all that we say, do, and are.

### **B. Homework Assignments**

Students are expected to complete their assignments and to hand them in on time. Failure to do so only decreases the chances of academic success. If this area becomes a problem, students may be required to stay after school to complete assignments. Poor work habits will also be brought to the attention of parents through a phone call, email or an interim report.

### **C. Attendance and Late Arrivals**

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 meet these goals.

#### **Late Arrivals**

Please be on time. Should a student be late for school s/he must report to the school office and receive a **late slip**. The late slip must be given to the teacher whose class s/he enters. Students who are late for class after lunch may lose their off campus privileges for one week.

#### **Attendance**

In the event that a student is absent from school, the parent/guardian should phone or email the school before 9:00 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.

If a student takes ill during the course of the day s/he must inform the teacher of the class that s/he is leaving and report to the office.

Regular attendance is essential for success in school. Excessive absences have the potential to seriously harm the learning process, and may result in the failure of a class. It is important for students to be present in the classroom to participate in the discussions, activities and

interactions. Attendance is also crucial in classes like PE that are activity and participation-based. Illness and serious family crises should be the primary reasons for absenteeism.

If a test is missed due to sickness or a pre-arranged absence, it must be completed at the next available opportunity.

#### **MRCS Guidelines for Absent Students**

Lengthy absences from school are detrimental to a student's academic success. When this becomes unavoidable, the school will offer support to the student and family.

- Absences due to illness/hardship can cause a student to quickly fall behind in his/her studies. The school will work with the student and family to support completion of the missed work.
- A lengthy illness/hardship may require parents to hire a tutor to ensure academic success.
- A lengthy illness/hardship requires specific communication (i.e. doctor's note, parent updates) in order for the school to set up an alternate plan with the parents.
- The school requires parents to communicate with all the teachers involved.

Absences due to voluntary family decisions (i.e. holidays) create undue havoc and stress to the student, staff, and entire learning environment.

- A voluntary absence requires parents to take responsibility for the student's missing work.
- The staff is under no obligation to provide school assignments ahead of time.
- An absentee file folder with some of the missed assignments may be available upon the student's return.
- It is not the school's responsibility to help a student catch up on missing work.
- It is the parent's responsibility to provide the necessary assistance in completing the missed lessons and materials. This may require tutoring.
- Credit for late assignments/tests is at the teacher's discretion. Further clarification for high school students can be found in the high school exam policy.

#### **D. Skipping Class**

Skipping class is a serious offence. Parents will be notified of skipping and the Principal will administer appropriate consequences.

#### **E. Anti-Bully and Harassment**

##### **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.

**F. 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 (i.e. 'citing' sources) is a serious offence. Cheating or the appearance of 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. A repeat incident of cheating or plagiarism may result in a suspension or school expulsion.

**G. 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.

#### **H. Visitors**

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 tag during their stay. All visitors, including former students, must identify themselves at the office and may visit the school with prior approval. Student visitors are welcome to attend chapel or visit during lunch hours.

#### **I. Vandalism**

In addition to any other consequences, students will be expected to pay the cost of any repairs or replacement of items belonging to the school community or to others that they have damaged. If appropriate, the student may have the opportunity to make the repairs, to replace the item in question or to pay back the school in community service.

#### **J. Leaving Campus**

Beginning in grade nine students may leave campus at lunch or during breaks as long as they sign out at the office and sign back in upon arrival at the school. Students recognize that they may lose their off campus privileges if they are late returning for a class or show a flagrant disregard for the reputation of our school community while off property.

#### **K. 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.

#### **L. Theft**

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

**M. Inappropriate Language**

The use of inappropriate language is discouraged and will be dealt with accordingly.

**N. Fighting**

Fighting will result in a suspension and could result in criminal proceedings.

**O. Breaking and Entering**

Criminal charges will be brought against students who break and enter into a school building whether as part of a prank or as an act of theft or vandalism.

**P. Internet/Network Violations**

Students must adhere to the Network Use policy in order to retain the privileges of network use.

**Q. Cell Phones & Electronics**

Phones and other electronic devices may be used by students at the teacher's discretion. 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.

**R. School Functions**

All school policies and expectations apply to all school functions whether on property or off property, and including school-sponsored events, trips, or tournaments, which may fall outside of regular school hours.

**S. Skateboards, rollerblades, bicycles, 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.

**T. 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.

**U. Lockers**

It is the responsibility of students to secure school supplies or personal property in a provided locker located in the High School. The school encourages every student to use a lock. Students must provide combination locks, except for special circumstances that are approved by the Administration. Combinations need to be submitted to office.

**V. Change Rooms**

Students are strongly encouraged to use gym change room lockers for all school and personal supplies. Students must supply their own locks.

**Loss, damage or stolen property is at the student’s own risk.**

**W. Student Code of Conduct for Extra-Curricular Activities & Athletic Teams**

A copy can be requested from the MRCS office.

**Miscellaneous****A. Medication**

All medications should be kept at the office and be dispensed by the office. Exceptions to this must be cleared by the administration.

**B. High School Curriculum and Instruction**

Students in grades eight through ten have a full course load, with no 'spare' blocks. Students are required to enrol in at least seven courses in grade eleven and encouraged to be in at least six courses in grade twelve. Under-enrolled students cost the school community money and put school programs in jeopardy.

On-line or distance education courses are an option in some cases, but these must be approved and set up with the High School administration.

**HIGH SCHOOL EXAM POLICY**

The policy at Maple Ridge Christian School is to have high school students complete either the prescribed Provincial exam allocated for the subject, a final course exam, or a major project that is created by the teacher responsible for that subject.

With courses that have a final exam, they will be written during the designated time during exam week.

The following recommendations are to be followed:

- Students are expected to write Ministry of Education Provincial exams unless there is an emergency or medical reason for absence. In that case, the school will assist the student in finding another time in the year to write the exam as scheduled the Ministry of Education.
- All medical emergencies that prohibit students from being able to write a provincial or final exam must have a doctor's or parent's note/email.
- Any exceptions must be requested in writing and approved by the principal.
- Administration and supervision will be provided for all exams.

**DISCIPLINE POLICY**

Christian discipline is primarily about discipling and growth, not punishment. The process is one of “coming alongside.” In general, discipline should begin and end with conversation. Whenever possible, and where appropriate, students will be expected to “put right what was made wrong.” This type of restorative justice allows both the victim(s) and the offender(s) to be treated with respect and dignity when brokenness arises, and allows, for reconciliation wherever appropriate. Parents are kept informed and involved in the discipline process. The levels are described below:

**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 behavior. Life-long skills, like honoring 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 behavior.

**E) Education Committee/Board Level**

Occasionally, in extreme or persistent behavior 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 Information for Parents

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, or 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 additional students if this has 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 yearly. A new 'Volunteer Driver Registration Form' need only be re-submitted if there is a change in the vehicles used.

**Section 6: Home & School Communication**

Website  
Weekly Notices  
Parent/School Contact  
Conflict Resolution  
Society General Meetings

**Website**

The school's website [www.mrcs.ca](http://www.mrcs.ca) is the best source of current information for events happening in and around our school. School events, school closures, policies and manuals, program information, staff listings, and weekly notices can all be found here.

**Weekly Notices**

Maple Ridge Christian School has a weekly newsletter ("The Buzz"), which is emailed weekly from the office to you.

**Parent-School Contact**

Parents and teachers are expected to contact one another in the event of concerns around a particular student's behaviour or academic performance.

**Conflict Resolution**

Please go directly to the source. Problems and frustrations regarding a teacher or a class should be taken directly to the classroom teacher first, and only afterwards to the administration. Situations that cannot be resolved at the administration level will be taken to the Board of MRCS.

**Society General Meetings**

Society Meetings are held twice a year - once in the fall and once in the spring.

**Section 7: Educational Programs**

Academic Standards  
Curriculum and Instruction  
Teaching for Transformation  
Assessment and Evaluation  
Learning Assistance

### **Academic Standards**

Maple Ridge Christian School prepares and equips students from Kindergarten through to the Grade 12 Graduation program. The curriculum, within the framework of the vision, follows the standards set forth by the BC Ministry of Education, as well as by the Society of Christian Schools in BC.

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 through the Independent Schools Branch of the Ministry of Education.

### **Curriculum and Instruction**

Students in grades eight through ten have a full course load, with no 'spare' blocks. Students are required to enroll in at least seven courses in grade eleven and encouraged to be in at least six courses in grade twelve. Under-enrolled students can put school programs in jeopardy and minimize the full educational potential of the student.

The office can assist with registering for on-line or distance education courses.

### **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 is responsible for keeping parents well informed of their son/daughter's progress. To this end we have instituted four interim reports every year (for "at-risk" students only), four formal report cards, and one formal parent-teacher conference.

In addition, phone calls and/or emails can be used to notify parents when a student is struggling to meet expectations.

**Learning Assistance**

The Learning Assistance Program is designed to help students who struggle in the regular classroom. Skills and strategies are taught to help the student experience the most success possible in school.