



Middle School And High School Student 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

**12140-204B Street
Maple Ridge, B.C.
V2X 2Z5
Phone: 604-465-4442
Fax: 604-465-1685
e-mail: mracs.office@mracs.ca
www.mracs.ca**

MIDDLE SCHOOL AND HIGH SCHOOL STUDENT HANDBOOK **2016/2017**

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).

Our Mission

Christian Education to transform the “whole” student

Our Vision

- 1) **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.
- 2) Be a 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.
- 3) 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.

Maple Ridge Christian Core Values:

Christ is our Foundation

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

We uphold the following Core Values and Discipleship Characteristics:

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

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 through Thursday. 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

Bell Schedule (Middle School-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 (Middle School-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)

Emergency School Closures

If school is to be cancelled due to inclement weather conditions, notice of the closure will be broadcast on radio station CKNW 980 (AM). We will try our best to inform you (via the radio station) by 7:00 a.m. As well, a message will be placed on our school's answering machine, and on the front page of our web site (www.mrcs.ca).

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

Healthy Living

God has commissioned us to care for the body he has given us. Living healthy, teaching our children to be healthy, and taking care of ourselves, is an important part of Christian living. MRCS is committed to encouraging a healthy lifestyle for students and staff.

Students in grades 11-12 are required to record their own DPA's (Daily Physical Activities). In grades 10 through 12 students must achieve 150 minutes a week of physical activity. Grades 8-10 meet ministry requirements of Daily 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 see the website.

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 (Middle School)

There will be 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.

Supervision of the Students (High School)

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 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.

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, acceptance and respect,
2. seek to work out conflict in the context of community and conversation,
3. provide students with a safe school and 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 Middle and High School students are expected to be familiar with the following expectations.

A. General Behaviour Expectations

See “Student Responsibilities” on previous page. 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.

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. For absences that are known beforehand, a parent/guardian should notify the school well before the absence date.

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 appropriate consequences will be administered by the Administration.

E. Anti – Bullying

a. 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.

b. 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 you ever wonder whether your behavior or comments are appropriate, consider these questions:

1. How would you feel if the behavior were directed at you, a family member or a close friend?
2. What would someone you respect think if he/she witnessed your behavior?

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 the teacher, Principal, Vice-Principal, or school counselor. 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 bullying. 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 (ie. '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, chapels, assemblies 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. Medications

All medications must be authorized by a parent, 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

All students in High School are required to have a full course load, with 4 blocks per day. This may include online courses, BAA (Board Authority Approved) courses, Independent Directed Studies or Teaching Assistant time. These must be approved and set up with the Academic Counsellor or 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 by 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 or vice 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 negative 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.

