



MIDDLE SCHOOL STUDENT HANDBOOK 2018-19



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

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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).

SECTION 1:

MISSION, VISION, CORE VALUES

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- 1.1 Mission
 - 1.2 Vision
 - 1.3 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

1.1 MISSION

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

1.2 VISION

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.

1.3 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.

The Whole Student

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:

SCHOOL INFORMATION



- 2.1 School Hours and Bell Schedule
- 2.2 Emergency School Closures
- 2.3 School Calendar

2.1 SCHOOL HOURS AND BELL SCHEDULE

School begins at 8:20 AM with the warning bell. Students are to be in their classes by 8:25 AM. 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 AM - 4:00 PM, Monday through Friday, mid-August to early-July.

Bell Schedule (Monday, Tuesday, Wednesday & Friday)

Warning bell	8:20 AM
Recess	10:15 AM – 10:30 AM
Lunch (inside)	12:00 PM – 12:15 PM
Lunch recess	12:15 PM – 12:45 PM
End of Day	2:55 PM

Bell Schedule (Every Thursday – Late Start)

Warning bell	8:55 AM
Recess	10:15 AM – 10:30 AM
Lunch (inside)	12:00 PM – 12:15 PM
Lunch recess	12:15 PM – 12:45 PM
End of Day	2:55 PM

2.2 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 AM. A message will be placed on our school’s answering machine, and on the front page of our web site (www.mrcs.ca).

2.3 SCHOOL CALENDAR

Maple Ridge Christian School 2018-2019

*Please check website www.mrcs.ca for changes

beauty-creators: "He has made everything beautiful in its time." Ecclesiastes 3:11a

August 2018

20 Office opens for 2018 2019 school year
27 Staff Retreat – Office closed

September 2018

4 First day of school
4 All school chapel, 10:40 AM
4-18 Kindergarten – **½ days**
7 No chapel
10-12 High school camp, Camp Charis
18 Meet the teachers, 6:30-7:30 PM
18 Grade 12 parent mtg, 7:00-7:30 PM
18 Work Experience (WEX) information session, 7:00-7:30 PM
18 Grade 8 parent mtg, 6:30-7:00 PM
18 Grade 6 parent mtg, 6:30-7:00 PM
19-20 Kindergarten – **full days**
20 Student & staff photo day
21 Kindergarten – **½ day**
21 Family Fun Fair, 3:30 – 7:00 PM, **early dismissal 1:30 PM**
25 New Parent Orientation, 7:00 PM
27 Terry Fox Run, 9:15 AM
28 Middle School Theme Day

October 2018

4-5 **NO SCHOOL P-12**, Pro-D Day
8 **NO SCHOOL P-12**, Thanksgiving
15 Student & Staff retake day
16 Esperanza Information meeting, 7:00 PM
19 HS interims emailed, elementary sent home
24 Grad breakfast, 8:30 – 10:00 AM
24 Annual General Meeting, 7:00 PM
25 CESS Grades 4-7 Cross Country

November 2018

1 **NO SCHOOL P-7**, Pro-D Day Curriculum Development
9 All school Remembrance Day chapel, 10:45 AM
12 **NO SCHOOL P-12**, Remembrance Day (in lieu) stat holiday
14 Grade 9 & 10 Work Experience Day
16 Kindergarten Information day, 9:00 – 10:00 AM
19 **NO SCHOOL P-12**, Report card writing day

21 Grade 8 High school information night, 6:00 PM – 7:30 PM

30 Elementary & HS report cards home
30 End of HS Term 1

December 2018

3 Start of HS Term 2
6 Parent/Teacher conferences, 3:30 – 8:00 PM
7 **NO SCHOOL P-12**, Parent/Teacher conferences, 8:30 – 3:00 PM
17-21 Lost & Found displayed
18 Dress rehearsal for Christmas concert, 1:00 PM
19 Christmas concerts, 1:30 PM & 7:00 PM
21 All school chapel, CRC church, 8:45 AM
21 Last day of school before Christmas break, **early dismissal, 1:30 PM**
22-Jan 6 Christmas break

January 2019

7 First day after Christmas Break
7 Re-registration begins
24 Late start day, 12:00 PM, Gr. 8-12
24 Open House, 6:00 – 8:00 PM
24 High School Showcase, 1:00 – 3:00 & 6:00 – 8:00 PM
25 **NO SCHOOL 8-12**, Pro-D Day Curriculum Development
25 Grade 6 Missions Fest, Vancouver
31 Re-registrations due

February 2019


1 New family applications open
1 High school interims emailed
15 Grandfriends Tea (include elementary chapel at 10:30), 9:30 – 11:30 AM
18 **NO SCHOOL P-12, BC Family Day**
25 **NO SCHOOL, K-12 – Report card writing day**
27 "Kindness starts here" day
28 Gr 6/7 Girls Floor Hockey Tournament (@MRCS)

March 2019

4 – 8 Grade 11 & 12 Work Experience
7 – 8 Grade 10 Work Experience
11-15 Lost and Found displayed

15	End of HS Term 2	24	New Kindergarten day. NO SCHOOL FOR CURRENT KINDERGARTEN
15	Elementary & HS report cards home		
15	Last day before spring break, early dismissal at 1:30 PM	24	Grade 8 Day. NO SCHOOL FOR CURRENT GRADE 8'S
16-23	Esperanza missions trip		
16-31	Spring break		
April 2019		June 2019	
1	First day back after spring break	7	Team spirit day, K-5
1	Start of HS Term 3	11-20	Lost and found displayed
9	Grad Portfolios, 6:30 – 9:00 PM	11	Celebration of Athletics, 6:45 PM
17	Gr 6/7 Badminton Tourn (@MRCS)	17	Jr. Kindergarten Graduation 9:00 AM (gym)
18	All school Easter chapel, 9:15 AM	18	HS locker clean out
19	NO SCHOOL, P-12, Good Friday	19	Kindergarten graduation, 9:00 AM (gym)
22	NO SCHOOL, P-12, Easter Monday	19	Middle school awards, 10:45 AM (library)
23	NO SCHOOL, P-12, Pro-D, Curriculum Development	19	High school awards assembly, 12:15 PM (gym)
24	Spring General Meeting, 7:00 PM	19	Grad ceremony rehearsal, CRC Church, 1:30 PM
May 2019		19	Last day of school for K-12, early dismissal at 1:30 PM
3-5	Drama production	19	K-7 report cards go home
10	Junior Kindergarten Mother's Day Tea	20-26	Exams & Assessments, Gr. 8-12
10	High school interims emailed	27	Grade 12 Graduation ceremony, CRC church, 6:00 PM
10-12	Drama production	27	Grade 12 Graduation banquet, Pitt Meadows Golf Club, 7:30 PM
17	NO SCHOOL P-12, Staff Appreciation Day	28	School office closed for summer
20	NO SCHOOL P-12, Victoria Day	July 2019	
		3	High school report cards emailed

SECTION 3: HEALTH AND SAFETY



- 3.1 Healthy Living
- 3.2 Emergency Procedures
- 3.3 Safe Environment
- 3.4 Supervision of the Middle School Students
- 3.5 Information and Technology Safety
- 3.6 Student Responsibilities

3.1 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.

3.2 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.

3.3 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.

3.4 SUPERVISION OF THE MIDDLE SCHOOL STUDENTS

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

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

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.

3.5 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.

3.6 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.

SECTION 4: STUDENT CONDUCT



- 4.1 Anti-Bullying
- 4.2 General Behaviour Expectations
- 4.3 Discipline Policies
- 4.4 MRCS Fair Notice: Student Threat
Assessment Protocol

All Middle School students are expected to be familiar with the following expectations.

4.1 ANTI-BULLYING

4.1.1 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.

4.1.2 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.

4.2 GENERAL BEHAVIOUR EXPECTATIONS

See “Student Responsibilities” on previous page. In general, we strive to hold to our middle school motto of “community, respect, excellence” in all that we say, do, and are.

4.2.1 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.

4.2.2 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 middle school students can be found in the middle school exam policy.

4.2.3 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.

4.2.4 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, midribs, 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 or portables.

The dress code applies to all school functions, on or off campus.

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.

4.2.5 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 hour

4.2.6 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.

4.2.7 Theft

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

4.2.8 Inappropriate Language

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

4.2.9 Fighting

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

4.2.10 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.

4.2.11 Internet/Network Violations

Students must adhere to the Network Use policy in order to retain the privileges of network use. Parental permission form for internet/technology use is required for Middle School students.

4.2.12 Cell Phones & Electronics

Phones and other electronic devices may be used by students only at the teacher's discretion. If a cell phone is needed, it must remain in the student's backpack and used only with the teacher's permission.

4.2.13 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.

4.2.14 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.

4.2.15 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.

4.2.16 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.

4.2.17 Student Code of Conduct for Extra-Curricular Activities & Athletic Teams

A copy can be requested from the MRCS office.

4.2.18 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.

4.3 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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

4.4 MRCS FAIR NOTICE: STUDENT THREAT ASSESSMENT PROTOCOL

To keep Maple Ridge Christian School community safe, staff, parents, students and community members must report all threat-related behaviours. A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to. All threat making behaviour by a student shall be reported to the Principal and the assessment protocol process shall then be initiated and acted upon by the school's Threat Assessment Team, consisting of staff and administration. This process involves the monitoring and gathering of information where there is reason to believe that a risk of violence may exist, including by conducting limited monitoring of online activity to identify threats before violence occurs. MRCS will not collect information as part of a threat assessment unless there is reason to believe that a risk exists.

MRCS is responsible for the safety and security of students while they are in attendance at school and having a student threat assessment protocol helps to ensure that happens.

