

HIGH SCHOOL HANDBOOK

MRCS MAPLE RIDGE CHRISTIAN SCHOOL

12140 204B St. Maple Ridge, BC V2X 2Z5
604.465.4442 • mrcs.ca

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

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Section 1: MISSION, VISION, CORE VALUES

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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 in our High School program. Our mission, vision, and core values guide our major decisions and everyday activities.

1.1 Core Purpose

To bring glory to God by providing innovative Christian education where every student flourishes.

1.2 Mission

To equip, train, and inspire students to lead a life worthy of God's calling to transform the world for His glory.

1.3 Vision

To be a Christ-centered, mission-minded community where every student thrives - academically, spiritually, and relationally.

1.4 Tagline

Empowering Faith, Learning, and Community.

1.5 Core Values

A. **Christ-Centered** – Rooted in the Bible and committed to a Christian worldview.
B. **Forward-Thinking** – Pursuing excellence and innovation for today and tomorrow.
C. **Community-Building** – Cultivating belonging through love, respect, and grace.
D. **Disciple-Focused** – Nurturing the whole student – heart, mind, body, and spirit.

1.6 Profile of an MRCS Graduate

MRCS graduates are faithful disciples, compassionate communicators, purpose-driven leaders, and critical thinkers who live with wisdom, character, and courage.

1.7 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, using Teaching for Transformation to integrate biblical principles and holistic development across all areas of learning and life.

We understand that we:

A. **Are a community**: we serve one another and our global community.
B. **Are intergenerational**: providing cross-grade experiences from kindergarten to grade 12 and involving siblings, parents, grandparents, and alumni.
C. **Are emotional**: fostering healthy emotional intelligence based on our identity in Christ.
D. **Are spiritual**: incorporating ten discipleship characteristics (also known as biblical throughlines) into the curriculum to help our students become:
    a. *image-reflectors* – representing Jesus as His ambassadors.
    b. *community-servers* –- building peace and healing brokenness.
    c. *God-worshippers* – honouring the Lord our God with grateful hearts.
    d. *justice-promoters* – identifying injustices and becoming agents of change.
    e. *temple-keepers* – carding for our bodies as temples of the Holy Spirit.
    f. *beauty-creators* – praising God by creating beautiful things.
    g. *creation-caretakers* – working diligently as stewards of God’s creation.
    h. *order-discoverers* – finding harmony and order in God’s creation.
    i. *idolatry-discerners* – identifying and understanding the idols of our time.
    j. *truth-seekers* – seeking and proclaiming 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

2.1 School Hours and Bell Schedule

School begins at 8:25 AM and ends at 3:00 PM (2:25 PM on Fridays for teacher collaboration). Students must check in at the office if they arrive after the morning bell.

Students need to be picked up after school by 3:10 PM Monday to Thursday, and by 2:30 PM Friday. In the case of extenuating circumstances delaying pickup, a student must be picked up no later than 4:00 PM when the office closes, as there will be no adult supervision after that time.

School office hours are 8:00 AM - 4:00 PM, Monday through Friday, late August to the end of June.

Bell Schedule (Monday - Thursday)
Warning Bell - 8:20 AM
Start of Classes - 8:25 AM
Lunch Break - 11:40 AM - 12:20 PM
End of Day - 3:00 PM

Bell Schedule (Friday – Early Dismissal)
Warning Bell - 8:20 AM
Start of Classes - 8:25 AM
Lunch Break - 11:40 AM - 12:20 PM
End of day - 2:25 PM

2.2 Emergency School Closures

In the event of school closure due to weather or other emergencies, notifications will be sent via the MRCS app, website, and social media by 7:00 AM.

Section 3: HEALTH AND SAFETY

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3.1 Healthy Living

MRCS supports student health and well-being by encouraging balanced nutrition, exercise, and mental wellness. Public Health Nurses provide immunization and health education support in accordance with Fraser Health guidelines.

Students in Grade 9 are offered immunizations through Fraser Health's school-based program. Parents will receive detailed information and consent forms prior to any vaccinations taking place.

3.2 Emergency Procedures

Teachers and staff follow well-defined emergency procedures, updated annually. Regular drills (fire, earthquake, lockdown) ensure preparedness. The Emergency Response Team reviews procedures throughout the year.

3.3 Safe Environment

A safe school environment is a shared responsibility. All staff, students, and visitors are expected to do their part in maintaining a secure, welcoming, and well-cared-for environment by following established safety procedures and demonstrating respect for the school property and community.

This includes:

A. Keeping external doors closed and locked at all times.
B. Signing in and out at the front office when entering or leaving during the school day.
C. Staff wearing school-issued ID badges while on site.
D. Immediately reporting any safety or maintenance concerns to a staff member or the office.
E. Participating in emergency drills and safety briefings as directed.
F. Following posted signage and established procedures for the safety and security of all.

The upkeep and care of our building and grounds are the responsibility of everyone in our community. Together, we help ensure that MRCS remains a safe, orderly, and respectful place for learning and belonging – an environment where students and staff can thrive academically, spiritually, and socially.

3.4 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 Lead 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.

3.5 Visitors to the School

All visitors must sign in and out at the front office and wear a visitor badge while on site Student visitors are permitted at the discretion of administration, and must align with school safety protocols.

Students who wish to bring a visitor on campus must submit a request to administration via email at least one business day in advance. Visitors are not permitted to sign in without prior administrative approval, and the host student must remain with their visitor for the duration of the visit.

3.6 Information and Technology Safety

MRCS is committed to ensuring a safe and responsible digital environment. All technology use – school-owned or personal – aligns with MRCS values and upholds digital citizenship standards.

Guidelines:

A. All network access and devices are filtered and monitored for student safety.
B. Accessing, sharing, or storing inappropriate or harmful content is strictly prohibited.
C. Students are asked to report any accidental exposure to inappropriate material to a teacher or administrator immediately.
D. Devices are only used under teacher supervision and within designated times.

By following these safety guidelines, we strive to provide a safe and respectful digital community that honours God and supports learning.

3.7 Field Trip Process

Field trips are an important part of the educational experience at MRCS and align with the school's mission and vision to provide real-world, faith-integrated learning opportunities.

All field trips will follow the MRCS Field Trip Policy and are approved in accordance with its outlined levels, supervision ratios, and procedures. Students are required to uphold the MRCS Student Code of Conduct at all times during school-sponsored trips, on or off campus.

Field trips are designed to supplement classroom instruction, build community, encourage service, and integrate faith and learning. Parents and students are expected to review and sign consent forms acknowledging awareness of the trip details, supervision, safety expectations, and behavioral guidelines prior to participation. Parents who are supporting a field trip as a driver or supervisor must have completed all appropriate volunteer and driver paperwork prior to the trip.

3.8 Illness and Attendance

MRCS follows all BC Health Guidelines regarding communicable disease prevention and control. Students who are unwell or unable to participate fully in daily activities should remain home until symptoms resolve in accordance with these guidelines.

Parents should complete a morning health check with their child and notify the office by 8:45 AM in case of absence. Students showing symptoms of illness while at school may be asked to go home. Following BC health recommendations helps maintain a safe and healthy school environment for everyone.

Section 4: ATTENDANCE AND ROUTINE PROCEDURES

4.1 High School Course Load Protocol
4.2 Attendance & Punctuality
4.3 Student Transportation and Parking
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4.5 High School Student Lunch Expectations
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4.1 High School Course Load Protocol

All students in High School are required to have a full course load. This may include online courses, BAA (Board Authority Approved) courses, Distributed Learning Courses, or Teaching Assistant time. These must be approved and set up with the Academic Counsellor or Administration during the course selection process each spring.

4.2 Attendance & Punctuality

Regular attendance and punctuality reflect respect for learning and community. Students are expected to attend all scheduled classes unless excused by a parent or administration.

4.2.1 Reporting Absences

Parents/guardians must notify the office of student absences before 8:45 AM using the MRCS app, by phone, by text to the school cellphone, or by email to *mrcs.office@mrcs.ca*.

4.2.2 Late Arrivals

Students arriving after 8:25 AM must check in at the office and obtain a late slip before entering class. Students are expected to arrive for each class of the day on time. Administration may contact parents if they notice late arrivals are increasing at any time of the day. Patterns of lateness will result in a consequence determined by the divisional principal.

4.2.3 Planned Absences

Planned absences should be communicated to the office and teachers in advance.

4.2.4 Family Vacations

Family holidays during instructional time are discouraged. Teachers are not obligated to provide work in advance; however, some material may be available upon return or on Google Classroom. Parents are responsible for helping students complete missed learning. Credit for late assignments or tests is at teacher discretion.

4.2.5 Illness During the Day

If a student becomes ill during the school day, they must inform their teacher and report to the office. The office staff will contact parents/guardians to arrange pick-up. Students may not remain in the health room without office permission.

4.2.6 Student Sign-Out

Students may **not** excuse themselves from class or leave school property on their own. The **office cannot release a student** without direct communication from a parent or guardian (via app, phone, text, or email). This ensures student safety and accurate attendance records.

Regular attendance supports success, belonging, and responsibility within our community.

4.3 Student Transportation and Parking

Students are expected to travel to and from school safely and responsibly, showing care for others and respect for school property and neighbourhood spaces.

4.3.1 Student Drivers

Student drivers are asked to park their vehicles off site on one of the roads near the school. This helps keep the parking lot clear for parents of younger students who need to accompany their children during drop-off and pick-up times.

Student drivers are expected to follow all rules and regulations of the Graduated Licensing Program, as well as the posted speed zones and parking regulations in the neighborhood. Please refer to the Student Driver Policy in Section 5 for further details.

4.3.2 Bicycles, Electric Bikes, and Scooters

A. Students using bicycles, electric bikes, or electric scooters must follow all provincial traffic laws and school safety expectations.
B. Riders must dismount and walk once on school property.
C. All bikes and scooters must be secured with a proper lock at the bike rack and may not be stored inside the building or hallways.
D. Helmets are mandatory in accordance with BC regulations.

Failure to follow these guidelines may result in the loss of permission to bring personal vehicles or transport methods to school.

4.4 Medication

The school office is able to administer necessary medication to students. Teachers do not give medication. However, the office cannot dispense any kind of medication – including pain relief for headaches – without a Permission for Administering Medication form signed by a parent or guardian, and **medication that has been brought from home**, clearly labelled with the child's name. Please contact the school office team to make proper arrangements.

4.5 High School Student Lunch Expectations

All high school students are permitted to leave school property during the lunch break. Students must sign in and out using either the QR code system designated for lunch, or the regular sign-in/out book at the front office. Students should also ensure they return on time for their class after lunch. Failure to follow these procedures may result in the loss of off-campus lunch privileges.

4.5.1 Tiered consequences

A. First Infraction-The student will be referred to the HS principal for a discussion
B. Second Infaction-The student will be referred to the HS principal for an additional conversation and the principal will phone the parents to discuss expectations
C. Third Infraction-The principal will phone the parents to let them know their child has lost off campus privileges for one week and will need to bring a lunch for that week

4.6 Student Conduct Expectations

Students at Maple Ridge Christian School are expected to uphold the values, mission, and community standards of MRCS. Conduct expectations apply during the school day, in online interactions connected to school life, and at all school-related functions both on and off campus.

All students play a role in fostering a learning environment that is safe, respectful, Christ-centered, and oriented toward growth.

4.6.1 Community Conduct & Responsibilities

4.6.1.1 Students are expected to

D. Treat peers, staff, and visitors with dignity, kindness, and respect.
E. Contribute positively to the classroom and school community.
F. Resolve conflict using respectful and age-appropriate communication.
G. Demonstrate honesty and integrity in academic work and personal behaviour.
H. Care for school property, equipment, and the belongings of others.
I. Attend school regularly and arrive to class on time.

4.6.1.2 Staff commit to

A. Treat all students with acceptance and respect.
B. Address conflict and misconduct through relational, restorative approaches.
C. Provide a safe, caring, and structured learning environment.

4.6.2 Respect, Safety, and Personal Conduct

All students are expected to demonstrate behaviour aligned with MRCS values of safety, respect, and responsibility. The following behaviours are not acceptable and may result in disciplinary action:

A. Inappropriate language including insults, profanity, or verbal threats.
B. Fighting, aggression, or unsafe actions.
C. Theft, vandalism, or misuse of property.
D. Possession of weapons or items used as weapons.
E. Substance use including cigarettes, vaping products, alcohol, cannabis, or illegal substances.
F. Academic dishonesty, including cheating or plagiarism and inappropriate use of AI.

Students must follow staff directions, uphold school routines, and act in ways that support the learning and well-being of others.

4.6.3 Harassment and Bullying

MRCS does not tolerate bullying or harassment in any form. This includes verbal, physical, relational, or cyber-based behaviour intended to harm, intimidate, or exclude others. Consistent with MRCS policy (see Section 5.4: Harassment and Bullying Prevention Policy), bullying is defined as intentional, repeated aggression with a real or perceived power imbalance.

Harassment includes any unwanted, offensive, or discriminatory conduct based on race, religion, gender, ability, sexual orientation, or other protected characteristics.

MRCS will:

A. Respond to all reports promptly and thoroughly.
B. Take steps to protect students from retaliation.
C. Implement consequences appropriate to the seriousness of the behaviour.
D. Initiate a Violent Threat Risk Assessment if needed.

Students and families are expected to report concerns to a staff member or administrator.

4.6.4 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.

Students are expected to dress in a way that is appropriate for school activities and supports a positive, respectful, and safe learning community. Since the word *appropriate* can be subjective, the following guidelines clarify expectations:

A. Clothing may not display references to drugs/alcohol, sexually explicit or suggestive content, profanity, or discriminatory/offensive language or imagery.

B. Clothing should not be overly revealing. For both boys and girls, the chest, bottom, and midriff – front and back – must be covered.
C. Students wearing clothing that does not meet expectations will be respectfully asked to reconsider their choice and change if necessary.

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

4.6.5 Technology & Personal Devices

Technology use at MRCS must align with Christian values, digital citizenship expectations, and school routines. Student cell phone use is aligned with our Student Tech Use policy (see Section 5.2: Student Tech Use Policy).

A. Devices (phones, etc.) must remain in backpacks or teacher storage units.
B. Students must not access, share, or store inappropriate content on any technological platform.
C. Accidental exposure to inappropriate material must be immediately reported.
D. Misuse of technology may result in confiscation and further consequences.
E. Students must use wired headphones. No earbuds are allowed.
F. Please refer to the Student Tech Use Policy in Section 5.2 for further details.

The following are **non-instructional times** when students in Grades 9-12 are permitted to use their personal devices:

A. Prior to the start of school (up to 8:25 AM).
B. During lunch break (11:40 AM - 12:20 PM).
C. After school ends (3:00 PM).

4.6.6 Hallway & Campus Expectations

A. Move respectfully and safely through hallways and shared spaces.
B. Keep noise low during instructional time.
C. Use shared spaces responsibly and respectfully, ensuring the space is left better than it was found.

Students are responsible for maintaining a respectful and safe campus environment.

4.6.7 School Functions

All MRCS expectations apply to:

A. Field trips.
B. Chapels and assemblies.
C. Retreats, camps, and Outdoor Education excursions.
D. Athletics and extracurricular events.
E. Service and outreach activities.
F. Any time a student is representing MRCS in the community.

Students are expected to uphold MRCS values in conduct, communication, and appearance at all school activities.

4.6.8 Consequences & Support

MRCS uses a progressive, restorative approach to discipline based on Policy 5.3. Depending on the behaviour and circumstances, consequences may include:

A. Verbal warning.
B. Detention.
C. Community service.
D. Discipline notice.
E. Behaviour plan.
F. Suspension (in-school or out-of-school).
G. Probation.
H. Expulsion.

The school may apply any level of intervention deemed appropriate. All discipline aims to support growth, restore relationships, ensure safety, and uphold community standards.

Section 5: POLICIES

5.1 Student Driver Policy
5.2 Student Tech Use Policy
5.3 Student Discipline Policy
5.4 Harassment and Bullying Prevention Policy

5.1 Student Driver Policy

The purpose of this policy is to outline safe-driving expectations for Maple Ridge Christian School students who choose to drive to and from school. MRCS seeks to uphold student safety, reduce risk, model responsible behaviour for younger students, and ensure compliance with provincial driving regulations.

This policy also governs when students may drive for school-related activities and clarifies circumstances under which student driving is **not permitted**.

5.1.1 Definitions

A. **Local Athletic Events** - games, practices, or competitions hosted within the Metro Vancouver area where teams and coaches travel independently or meet on-site.
B. **Field Trips** - all curricular or co-curricular trips occurring during instructional time or beyond, including excursions, off-campus experiential learning, class trips, camps, or out-of-district travel, governed by the MRCS Field Trip Policy.
C. **GLP Requirements** - the provincial Graduated Licensing Program (L or N restrictions).

5.1.2 General Student Driving Expectations

A. Students driving to school is a privilege requiring responsible behaviour and compliance with BC's Motor Vehicle Act, including all GLP ("N") restrictions.
B. Students are expected to demonstrate safe, courteous, and responsible driving at all times, especially when entering or exiting the neighbourhood surrounding MRCS.
C. Students must ensure their conduct around vehicles is consistent with the MRCS Student Code of Conduct.

5.1.3 Parking Rules

A. **Student drivers are not permitted to park on the MRCS campus** at any time.
B. Students must find appropriate, legal street parking in the surrounding area, respecting neighbours and posted bylaws.
C. Students must not block driveways, impede traffic flow, or create unsafe drop-off/pick-up situations.
D. Students may not sit in or gather around vehicles during the school day.

5.1.4 Transporting Other Students

A. Students must follow GLP passenger limits at all times.
B. MRCS strongly discourages students from transporting other students outside of school-sanctioned conditions.
C. Students are **not permitted to transport other students for field trips or instructional activities** under any circumstances.

5.1.5 Driving for School-Related Activities

A. **Students may drive to approved local athletic events only**, and only under the following conditions:
    a. The event is local (Metro-Vancouver).
    b. The coach approves student self-transport for that event.
    c. **Parent/guardian written permission** has been provided to MRCS for that specific sport season or event series.
    d. The student follows all licensing restrictions and safe-driving expectations.
B. Students **may not**:
    a. Drive other students unless allowed within GLP passenger limits **and** with the explicit permission of those students' parents.
    b. Drive themselves or others to field trips, camps, excursions, or class activities.
    c. Participate in convoys for school events unless directed by and supervised by school staff.
C. MRCS will always prefer transportation by:
    a. School-arranged transportation by bussing services.
    b. Staff drivers.
    c. Approved volunteer parent drivers (per Volunteer Driver Policy).
D. Students may not drive for any school-related activity where weather or road conditions pose additional risk.

5.1.6 School Authority & Consequences

A. Unsafe, reckless, or discourteous driving – including speeding, stunting, or blocking local driveways – may result in:
    a. Contact with parents.
    b. Restriction from driving to school-related activities.
    c. Disciplinary action under the Student Code of Conduct.
    d. Notification to RCMP, if necessary for safety.
B. Repeated concerns may result in the student losing the privilege of driving to school or school-related events for a set period of time.

5.1.7 Responsibilities

5.1.7.1 Students

A. Comply with this policy, MRCS Code of Conduct, and all provincial driving regulations.
B. Demonstrate safe and respectful driving behaviour in the neighbourhood.
C. Ensure parental permission is on file for local athletic events, if self-transporting.

5.1.7.2 Parents/Guardians

A. Discuss safe-driving expectations with their students.
B. Provide written authorization if their student will drive to local athletic events.
C. Ensure compliance with vehicle insurance requirements as set out by the province.

5.1.7.3 Coaches & Supervising Staff

A. Determine when student self-transport is appropriate for local athletics.
B. Maintain permission records.
C. Communicate expectations clearly to athletes and families.

5.1.7.4 School Administration

A. Enforce this policy consistently.
B. Communicate reminders to students and families as needed.

5.2 Student Tech Use Policy

There are very good arguments both for and against the use of cell phones and personal electronics in schools. In our efforts to deliver a relevant, future-focused, and engaging experience at MRCS, we believe that web-based computing technology is an essential tool that teachers and students use to enhance their learning. We are committed to learning about and providing explicit instruction and modelling at school on how to use technology.

We know that the fostering of relationships in grace, love, and safety is essential to learning, and that socio-emotional intelligence, interpersonal communication, and collaborative problem-solving skills are critical 21st century competencies. Therefore, the school is best served by reducing distractions and barriers to relationships and learning by placing some limitations on how and when students use personal electronics. We are consistently working toward teaching ourselves and our students ethical and responsible use, and expect parents to partner with us in this.

For the purposes of this policy, “personal electronic devices” include cell phones, tablets, bluetooth headphones, smart watches, etc.

5.2.1 Rationale

A. Students in all classes at MRCS have access to technology such as iPads and laptops when required for learning tasks, and therefore do not require personal electronic devices to engage in meaningful learning.
B. Several years of educational research demonstrate that a student’s concentration and self-regulation skills are stronger predictors of long-term success and wellness than other factors such as home environment.
C. Cell phone access in classrooms is correlated with higher instances of inappropriate multitasking, which we know leads to decreased cognitive function and efficiency when trying to complete tasks such as reading and writing, problem-solving, or peer-peer collaboration.
D. The students who are most at risk for anxiety or learning and self-regulation challenges show significant gains in achievement in schools where there are consistent cell phone regulation policies in place. The achievement of students who demonstrate strong

self-regulation skills are not impacted by the presence of cell phones in schools, nor are they adversely affected by the absence of a personal phone while in school.

5.2.2 Policy

A. Students at MRCS may bring cell phones / personal devices to school at their own risk, but they must be turned off and placed in school bags or lockers where they are out of sight. The school assumes no risk for loss or theft of student devices.
B. Students in Grades K-8 may not use personal electronic devices for any reason during the school day, including breaks, or on any school-related trips. The school day is defined as 8:25 AM - 2:55 PM.
C. Students in Grades 9-12 may not use personal cell phones or personal devices during classes. Students may only use their personal cell phones / devices during lunch break (11:40 AM - 12:20 PM) and before and after school.
D. Students in Grades K-12 may **not** use a personal electronic device in any washroom, changeroom, etc.
E. Administration may permit exemptions to the policy on a case-by-case basis where there are defensible educational reasons for personal device use in consultation with the parents or teachers.
F. Expectations will be clearly shared with students and posted in clear view in classrooms and around the school.

5.2.3 Consequences

A. Students who are seen using their phone for any reason will be asked to deliver their phone to the principal's office where it will be held in a secure location for the remainder of the day and they will have a discussion before their phone is returned.
B. The principal will contact parents/guardians for students who have had a second offence for the parent to pick up the device.
C. A third offence will result in the parents being notified that the student must hand in their phone every morning for the day, with no lunch phone use, for the duration of one week.
D. Students who refuse to turn in their cell phones when requested will be subject to further disciplinary measures as outlined in the discipline policy.

5.3 Student Discipline Policy

The purpose of the MRCS Discipline Policy is to enable a safe, respectful, and Christ-centered environment that supports both the effective operation of the school and the spiritual and personal growth of each student. Discipline at MRCS is not merely about correction – it is a process of guidance, instruction, and restoration that leads students toward responsible discipleship and healthy relationships with God and others.

Rooted in our commitment to uphold Christian values, this policy seeks to cultivate a nurturing learning environment where expectations are clear, and the consequences are meaningful and consistent. Our approach to discipline aims to:

- *Partner with Parents and Guardians*: Collaborate with families to reinforce shared values and support the holistic development of each student – academically, socially, and spiritually.

5.3.1 Minor Infractions

Most problems are minor and infrequent, and can be dealt with within the context of the student's relationship with a classroom teacher and parents or caregivers.

A. Teachers will refer their specific disciplinary concerns to the administration if their efforts do not have the desired results and unacceptable behavior continues. If a student's behaviour is such that it is interfering with the teacher's ability to teach, students may be referred to administration.
B. Before and after school and during break times, specific staff members will be assigned supervision duties and are responsible for monitoring student behaviour during those times; however all staff should share this responsibility as needed. It is important that the students see that all adults at the school demonstrate the care that clear and consistent disciplinary actions express.
C. Parents and caregivers should be given every opportunity to support the school by being kept informed of their children's behaviour. Any consequences that will impact parents (e.g., a change in after-school pickup time due to a detention) should be designed in conjunction with the parent. Possible consequences include, but are not limited to, the following:
    a. Instruction by teacher or administration.
    b. Detention / community service.
    c. Conferencing with student, teacher, parent and/or administrator.
    d. Restorative action conferencing.
    e. Restitution of property loss or damage.
    f. Behaviour plan.
    g. Recommendation to outside support services (doctor, counsellor, family services, RCMP, etc.).
    h. A separation from the community, in the form of a detention, an in-school suspension, an out-of-school suspension, or an expulsion.

5.3.2 Consequences for Worrisome Student Behaviours

5.3.2.1 Suspension

There are times when it is in the best interest of the individual or the community to provide a period of separation, or time is needed for the school and parents/caregivers to decide a course of action or treatment. In these instances, it is prudent to place a student under suspension. While suspended, the student is prohibited from being on the school premises. The student may

not attend class, may not participate in extracurricular activities, and may not be on school property during school hours or while extra-curricular activities are in progress.

The school will provide ongoing learning support during the period of suspension. The school will provide a suspension letter outlining the reasons for the suspension, the Lead Principal and counsellor will be notified, and the letter placed on record in the student file.

5.3.2.2 Probation

After a suspension, a student may be placed on probation. If a student repeats the same violation or commits another serious infraction while on probation, they will be subject to further suspension or expulsion. During a probationary period, the student may be restricted from participation in athletics, field trips, and extra-curricular activities of the school until such a time that trust and relationship have been restored.

5.3.2.3 Expulsion

Expulsion may be considered following one or more suspensions, or as a result of a single serious incident (e.g., trafficking of banned substances, drug use, violent threats, sexual assault, posession of a weapon, etc.). If all avenues for restoring the broken community have been exhausted without a successful resolution, OR if there is a refusal to engage in the restorative process to reconciliation, the expulsion process may be initiated.

A. If expulsion is being considered the matter will be reviewed by the Leadership Team, composed of the Lead Principal and Vice-Principals, based on the internal investigation, the available evidence of the likelihood of the incident having occurred, and an evaluation of its impact on the school community.
B. The final decision for expulsion will rest with the Lead Principal. Before a decision is made to expel a student, the student and the parents/guardians will be informed about the matter. They are entitled to know the case against the student and will be given an opportunity to respond to all information which might influence the decision prior to the final decision being made. The Lead Principal will communicate the decision to the family verbally and in writing.
C. A family may appeal to the MRCS Board in the event that the family has evidence or circumstances not considered in the initial decision by the administration.

5.4 Harassment and Bullying Prevention Policy

The Ministry of Education and Child Care requires that all schools in British Columbia establish and maintain a harassment and bullying prevention policy according to the Harassment & Bullying Prevention Order (2016): www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/k/i1_16.pdf

The safety and well-being of children in MRCS is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. MRCS uses a school-wide approach to safety and belonging to community. We do not tolerate bullying in any form under any circumstances. MRCS will do its best to ensure that children attending this school will experience a learning environment that enables every child to feel safe, accepted, and respected.

5.4.1 Definitions

A. **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.
B. **Harassment** – Harassment means any conduct, comment, gesture, or connotation concerning a person's race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, age, sexual orientation, or gender identity and expression, which is:
    a. Unwanted or may reasonably be considered unwanted.
    b. Offensive, humiliating, abusive, threatening, and/or repetitive.

5.4.2 Guiding Principles

A. All students learn best in a safe, supportive learning environment.
B. All students deserve a safe learning environment, free from bullying and harassment.
C. Within the school, there will be protection of students' physical safety, social connectedness, and inclusiveness as well as protection from all forms of bullying regardless of their gender, race, culture, religion, sexual orientation, or gender identity and expression.
D. MRCS will deal with incidents that arise in a timely manner.
E. MRCS will address bullying incidents and promote a proactive approach to equip all students with anti-bullying strategies.

5.4.3 References

MRCS will make available resources for parents, students, and staff to use to educate themselves in the areas of prevention and remediation of bullying. Resources are available at the following websites:

https://www.secondstep.org/
http://erasebullying.ca/