

Give them more  
than an education  
Give them a  
foundation  
for living



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# School Manual For Parents & Students 2023-2024

Revised January 2024



Give them more  
than an education  
Give them a **foundation**  
for living





## Message from the Principal

As we gear up for another exciting chapter in your child's educational journey at North Cariboo Christian School (NCCS), it is my pleasure to welcome you to this edition of our Parent Manual. Our Parent Manual serves as a comprehensive guide to acquaint yourself with the policies, procedures, and values of the school. It is a valuable resource intended to foster a collaborative partnership between the school and our families.

North Cariboo Christian School exists to provide children with a quality education with a biblical foundation which will enable them to know, love and effectively serve Jesus Christ in the world. Our aim is to empower students to reach their fullest potential academically, spiritually, and physically.

NCCS follows curriculum guidelines set out by the BC Ministry of Education and Child Care. Students from Kindergarten through Grade 9 receive quality education from BC certified, Christian teachers. Motivated by the knowledge that each child is uniquely created by God, staff members are motivated to care for the individual needs of each student, all the while encouraging them to rise to their fullest potential.

At North Cariboo Christian School we provide a learning environment where Christ is at the centre. We do not want to shield students from the world, but instead desire to equip them to interact in a Christ-centred way. We hope and pray that students' experience and time at NCCS will have a lasting impact on their lives.

Staff at NCCS rotate leading weekly Chapel services where students are involved in praise, worship, prayer, and devotions. We also welcome others to lead our Chapel services, whether it be local pastors, missionaries, Bible camp leaders etc. Hearing from them is encouraging for everyone! Parents are always welcome to join us for our school-wide Chapel services.

Education is a partnership between the school and parents, and your involvement is integral to the success of both your child(ren) and the school. Parents are encouraged to be involved in their child's education at NCCS. Please join committees, volunteer, or help out in whichever capacity you can, attend school events, and communicate with teachers and staff.

As staff at North Cariboo Christian School, we appreciate your continued prayers. Together we will continue to build a nurturing and enriching environment where every student can thrive. We thank you for your support and promotion of Christian education in Quesnel.

Mr. P. van Jaarsveld  
Principal: North Cariboo Christian School



# North Cariboo Christian School

## Parent-Student Manual

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### VISION-MISSION-VALUES

#### **Our Vision**

*To inspire a generation of students who radiate the light of Jesus Christ in this world*

#### **Our Mission**

*NCCS exists to provide children with a quality education with a biblical foundation which will enable them to know, love and effectively serve Jesus Christ in the world.*

*We aim to empower children to reach their fullest individual potential academically, spiritually and physically.*

#### **Our Core Values**

*A Biblical Worldview  
Inclusive Education, Unity, Teamwork  
& Excellence*



# North Cariboo Christian School

## Parent-Student Manual

### SCHOOL PHILOSOPHY & OVERVIEW

At North Cariboo Christian School, we are committed to the physical, emotional, social, spiritual and intellectual well-being of your child.

Based on our relationship with God, and together with your children, we travel the road that leads from the beginning of wisdom to its fullness in Christ. When we pursue wisdom, we obey the Lord.

In our effort to discover wisdom at North Cariboo Christian School, we seek to attain the highest possible standards for ourselves and your children. Parents can be confident that the curriculum of NCCS fully meets the requirements of the BC Ministry of Education and Child Care, and that high standards are a priority of our qualified and committed staff.

Using God's Truth is what Christian Education is all about. NCCS is governed by solid Christian principles. It is supported by the parents/guardians of the attending students and interested stakeholders, who share the same basic visions and goals for the teaching and training of their children.

The Christ-centred focus of our curriculum helps form an understanding of God, man, creation and life. This is the basis for teaching Bible, Math, Literature, Social Studies, Science, Art, Physical Education and all other subject areas.

Perhaps more than anything else, Christian Education means commitment. As parents, we are committed to providing our children with Christ-centred education. In turn, our teachers are committed to sharing wisdom and insights into a way of life deeply rooted in our Lord. As a result, students learn to make decisions which will lead them to maturity in every aspect of their lives.

Sending your children to North Cariboo Christian School is a major decision. It involves personal prayer and meditation with God as you seek to find His will for your lives. It is an act of commitment to a more complete life in Christ for your children.



## **Theological Foundation**

The educational philosophy of North Cariboo Christian School is based upon a God-centred view of man and truth as presented in the Bible. The essential truths of this view are detailed in our Statement of Faith.

Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are related to God and have the purpose of glorifying Him. This is true of man who was made in God's image, with the unique capacity to know and respond to God personally. Because of man's sinful nature, he must be born again to do God's will. The goal of education should be to enable man to know, love and serve God.

God's Word instructs that children are to be taught to love God and place Him first in their lives. Parents/guardians are responsible for the total education and training of their children. The Home, the Christian School and the Church are partners in giving education. From this philosophy comes our mission and goals.

## **Spiritual and Moral Philosophy**

1. to teach the Bible as God's inspired Word and to develop attitudes of love and respect towards it
2. to teach the basic doctrines of the Bible
3. to guide each student in their personal relationship with Christ as Saviour and Lord
4. to develop a desire to know and obey the will of God as revealed in the Scriptures
5. to equip the student to carry out the will of God daily
6. to encourage involvement in and to provide opportunities for ministry and service in the school, church, community and the world
7. to encourage the development of obedience, discipline, consideration of others and responsibility in the students' walk with God
8. to help the students develop for themselves a Christian world view by integrating life and studies with the Bible

## **Personal and Social Philosophy**

1. to encourage the students to develop their personalities and talents to their fullest potential based on an understanding and acceptance of themselves as uniquely created in the image of God
2. to teach students to show respect and obedience to authority
3. to teach students how to resolve conflicts in a Biblical manner
4. to encourage a healthy interaction between members of the opposite gender through the teaching of Biblical morality
5. to teach students to treat everyone with love and respect since everyone is made in God's image
6. to teach students to become interdependent and contributing members of society
7. to develop Godly attitudes toward work, marriage and the family, and the understanding and skills needed to establish a God-honouring home
8. to promote physical fitness, good healthy habits, and wise use of the body as a temple of God
9. to teach and encourage Biblical attitudes towards material things and individual responsibility for using them for God's glory





## **Academic Philosophy**

1. to help the students realise their individual academic potential by encouraging them to reach for the highest standards possible
2. to help each student master the skills of communication such as listening, reading, writing and speaking
3. to teach and encourage the use of good study habits
4. to teach students research skills
5. to develop logical reasoning, creative and critical thinking and the proper use of Biblical criteria for evaluation
6. to encourage independent study
7. to produce an understanding and appreciation of Canadian culture, Christian heritage, and cultural differences, and to discuss and relate them to a Biblical understanding
8. to produce an understanding and appreciation of God's world, man's place in it and responsibility to it
9. to develop an appreciation of the fine arts through skill development, positive models and participation
10. to relate curriculum to real-life situations in the community
11. to motivate the student to view education as a lifelong goal

## **Family Philosophy**

1. to cooperate closely with the parents/guardians in every phase of the student's development and education
2. to help the parents/guardians understand the school's purpose and program
3. to strengthen families in their Christian growth and their development of Christ-centred homes
4. to encourage regular attendance and involvement in a local church
5. to strongly encourage involvement of parents/guardians in the ministry of the school



# North Cariboo Christian School

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### SCHOOL GOVERNANCE & STAFFING

#### School Governance

NCCS is a registered society made up of the families and community members involved at North Cariboo Christian School. All school families are encouraged to become society members and apply through the Society application forms found on the NCCS website. Society Membership fees are \$50 per application.

The Board of Directors is made up of at least four elected society members plus two ex-officio administrator members, who serve on various sub committees that carry out the governing responsibilities of the school. The day to day operation of the school will rest with the principal/administrator and teachers.

The Board is elected by the Society Members at the Annual General Meeting and is responsible for determining school policy, hiring staff and carrying out the business of the North Cariboo Christian School Society.

#### NORTH CARIBOO CHRISTIAN SCHOOL SOCIETY

*elects*

#### THE BOARD OF DIRECTORS

*who select*

Society Members to serve on the following committees:

- Education Committee
- Finance Committee
- Marketing & Promotions Committee
- Admissions Committee
- Health & Safety Committee
- Technology Committee

#### Personnel:

- Principal
- Teaching Staff
- Student Support Director
- Student Support Staff
- Business Administrator
- Office Administrators
- Casual Staff
- Bus Driver
- Contractors



## Administration

The administration of NCCS is designed to ensure that the stated philosophies are implemented, that parents/guardians' concerns regarding the education of their children are fully expressed and realised within this philosophy, and that the requirements of the Provincial Ministry of Education are met.

The Principal and all staff through him/her are directly responsible to the NCCS School Board. The School Board, in turn, reports to NCCSS. It is never to be forgotten, however, that each person involved in the structure is ultimately accountable to God for the way in which his/her affairs and duties are conducted.

## Staffing

The School Board, in consultation with the Principal, hires educational and support staff.

Staff must:

- be born-again Christians and agree with the NCCS's Statement of Faith.
- affirm the philosophy of NCCS and agree to support Christian education in the Christian school

Teachers must:

- hold a valid British Columbia Teaching Certificate

## Curriculum

NCCS presently includes grades kindergarten—nine. Conforming to the B.C. Ministry of Education and Child Care's standards, we use a Bible-based curriculum which instils values in the lives of young children.

Instructional materials are provided by A Beka, Association of Christian Schools International, Christian Schools International, McGraw-Hill Ryerson, Nelson Canada, Pearson Education, Houghton-Mifflin, Evan-Moore and other sources approved by the Education Committee. Weekly Bible lessons and daily devotions are held in each classroom, and the whole school participates in a weekly Chapel service. God's Word is applied to all areas of study.

## Parents/Guardians

The community of parents/guardians includes all who wish to actively support our philosophy of Christian education. The primary responsibility for education rests with the parents/guardians. A partnership is vital to ensure the success of NCCS. The parent-teacher relationship is further strengthened by volunteers, helping both in the classroom and on a number of working committees. These groups plan activities and events which mutually benefit and foster good relationships between parents/guardians and teachers. We feel that it is the parents/guardians' responsibility to instruct and teach their children in the way that they should live. As a school, we would seek to encourage that training and involvement by cooperatively instructing the children of our community.



## Home and School Cooperation

NCCS cannot operate without the support of parents/guardians in finance, work and prayer. There are several ways parents/guardians can help out:

1. **Prayer:** This is the key to the school's success—please remember to pray for our students, parents/guardians and staff.
2. **Gifts:** NCCS is a faith operation. Tuition, government grants and fees do not cover the total cost of education for the students. Gifts from parents/guardians and friends of the school are income tax deductible and greatly enhance the school program.
3. **Work:** From time to time, work days will be called to carry out projects on the school building and grounds.
4. **Committees:** Each year a number of committees are formed to promote various programs. These volunteers are vital to NCCS. As the need arises, the school board's committee chairpersons will invite parents/guardians to join these committees.
5. **Classroom Assistance:** NCCS encourages parents/guardians to help in the classroom, as this is an important part of the school's success.
6. **Other:** There are many opportunities for parents/guardians to help out—driving for field trips, helping with the hot lunch program, noon hour supervision and social events.

## Prayer

As well as the many parents/guardians who pray on their own for the school, organised prayer takes place on a regular basis:

### Staff Prayer

Staff members take part in weekly devotions and prayer as well as before each staff meeting. Staff members are also involved in devotions and prayer with all students on a daily basis.

### Board Prayer

Board members take turns leading devotionals and prayer at monthly board meetings. Committee meetings also begin with prayer.

### Prayer Vigil Events

The school organises prayer vigil events for our school, the community, the country and the world. Parents and students are encouraged to participate in these events as they are able.

**“I urge, then, first of all, that requests, prayers, intercession and thanksgiving be made for everyone... that we may live peaceful and quiet lives in all godliness and holiness” (I Timothy 2:1)**



# North Cariboo Christian School

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### PARENT PARTICIPATION

#### **Volunteer Incentive Program (VIP)**

North Cariboo Christian School values the time contributions of families who give of themselves to serve the Lord through various acts of service to the school. There is an expectation that families who are part of our school are also active in serving at the school in some capacity. We are pleased to offer some of the lowest tuition rates among privately funded schools and would like to keep tuition low to allow as many families as possible to attend. In order to ensure that tuition stays low, much of the work completed on the building and in the programming at our school is accomplished by the work of willing volunteers.

The Volunteer Incentive Program (VIP) exists to ensure that all families participate in the operation of our school both financially and by the contribution of their time and efforts.

Every family enrolled at NCCS is required to choose between two options:

1. Choose to actively participate in the Volunteer Incentive Program (VIP) by committing to, at minimum, 20 hours per family of volunteer work per school year. This works out to an average of 2 hours per month.

Families choosing this option must include a cheque for \$500 dated June 15th of the current school year or complete a Pre-Authorized debit form to be withdrawn directly from their bank account on June 15th. This cheque/debit will be processed only if the 20 Volunteer hours are not met. Parents are highly encouraged to choose this option.

Families with incomplete VIP hours may, with the permission of the board, pay a prorated amount based on \$25 per outstanding volunteer hour.

2. A family unable to commit to the 20 volunteer hours per year must pay a \$500 non-participation fee, which is in addition to tuition fees. This payment must be made within the first month of the current school year. The funds will then be used to help support the efforts of volunteers to make sure needs are met.

Hours and amounts for families enrolled for only a part year will be prorated.

Your completed volunteer commitment form must be submitted by September 15 of each year. Families with volunteer hours that have not been completed, or where appropriate payment has not been made by June 30th of each school year, will not be eligible for re-admission for the following September until their account is brought into compliance.



## How the program works

Each school year families enrolled at NCCS will have access to a volunteer timesheet. This timesheet is used to track their contributing hours. There will be one form per family which will be kept in an accessible binder outside the school office. It will be accessible to families from the Labour-day clean-up time until the school years' end. Hours can be logged remotely by emailing [volunteer@nccschool.ca](mailto:volunteer@nccschool.ca). Appropriate volunteering done throughout the summer can also count towards a family's volunteer hours and can be added to the timesheet upon its availability in September. Any member (children, parents, grandparents, etc.) of the family can contribute to their family's volunteer sheet. Hours are recorded by the volunteer at the time they are completed and initialed by the Chairperson of the committee the volunteer served under or staff member who can verify the contributed hours. The NCCS yearly parent volunteer hours can be transferred to other family members after reaching your own total hours to help them reach their total hours.

## What kind of volunteering qualifies under the Volunteer Program?

Nearly all hours spent volunteering in a way that supports NCCS, its programs and facilities, qualifies- so long as it is approved by a committee chair, Principal, Board Member or Volunteer Program Coordinator.

Volunteer hours can include, but are not limited to, the following:

Board membership; committee membership, including time spent at meetings; helping at or organising school events; noon hour supervision; field trip participation; hospitality, including cooking or baking for school events; annual fundraising events, for example the Foam Fun Run; Hot lunch program; interior/exterior renovations; grounds keeping, including lawn mowing. Any work which you receive payment for would not qualify as part of the Volunteer Program.

If you have questions about whether what you are doing qualifies as volunteer hours, simply contact an office staff member, your committee chairperson or the Volunteer Program Coordinator for additional clarification.

Parents who are interested in volunteering in key positions (i.e. noon hour supervisor, Librarian and Field trip Chaperones) where a close relationship with children is inherent, may be required to complete special training and extra security checks.

While volunteering for NCCS, please keep in mind at all times the NCCS Parent, Volunteer and Society Member Code of Conduct Policy and Procedure 406, included on page 27 of this manual.

Any volunteer who is in contact with any students of NCCS must complete a volunteer personnel form, a medical form, provide a current criminal record check, and submit it to the office prior to helping at the school.



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### COMMUNICATIONS & APPEALS

#### **Parent Communications**

Email is the primary form of communication between the School and the School Families. The principal sends out weekly updates by email, these ensure ongoing communication between school and home. The office will send out other required information as needed. Facebook is also frequently used for updates, emergencies and notifications of upcoming events. The school has adopted a text messaging emergency communication option for notification of bus service interruption, school closure, and any other emergency situation.

Classroom teachers may also send out weekly and monthly updates with the children in their classes. Students are provided with a day timer for teachers to communicate back and forth with the parents. You are required to read your child's day timer each day and initial that you have read and understood what is required of the child that week. Some teachers may use an online communication platform such as ClassDojo to share class information and achievements.

In some instances the School will have students whose parents are separated or divorced. Parents should not attempt to involve the School in any parental dispute that may arise. The School will not make judgements on the merits of claims made by one parent against another and should not be asked to do so. The school cannot be asked to take any action which would disadvantage one party. The School will observe any orders made by a Court in relation to the student or communications with parents.

#### **Board/Society Communication:**

The Board and its committees report to the society at its annual general meeting in the fall and the extraordinary meeting in the spring. The Board provides a society report package 7 days in advance to the annual general meeting for society members to read and consider. Families are requested to attend the semi-annual meetings held at the end of May and October each year. The Board communicates to the school community through a newsletter at the end of each term.

#### **Parents/Guardians/Teachers:**

Parents/guardians who are dissatisfied with an issue are asked to speak to the teacher involved directly. If the issue is not resolved satisfactorily, then it should be brought to the Principal. If the disagreement cannot be resolved with the Principal and teacher, then it can be brought to the Board Chairperson.



## **Conflict Resolution:**

From time to time it may be necessary for individuals or groups to have direct access to the Board in order to present their concerns.

At North Cariboo Christian School (NCCS) we have five different people groups involved in the process of providing education:

- Children
- Parents
- Teachers & Staff
- School Administrators - Principal & SSD Director
- NCCSS Board of Directors

### **Student to Student**

When two students cannot resolve a conflict that is school related or school based then it is their responsibility to go to their teacher or supervising authority to find a resolution.

- Students have the freedom to involve their parents but the parents must do all they can to respect the teacher's role in the process of resolution.
- Parents should avoid directly addressing the other student.
- If a parent cannot maintain that level of objectivity, they should allow the school authority to work through the solution.
- If resolution cannot be found then it needs to go to the principal.

### **Student to Teacher or Teacher to Student**

When a student or teacher cannot resolve a conflict then it is the student's or teacher's role to involve the parents in the resolution of the conflict.

- The teacher needs to establish their role as a position of authority in the life of the student. It is important to understand that the teacher has that ability because the parent has placed their child under that authority. Parents need to respect the teacher and be careful how they question their expertise, particularly in the presence of their child.
- If the conflict cannot be resolved at that level then either the teacher or the parent should involve the principal.
- The teacher may need to involve the principal independent of the parents in which case the parent may be contacted by the principal rather than the teacher.

### **Parent to Teacher or Teacher to Parent**

When a conflict cannot be resolved between the parent and the teacher either the parent or the teacher should bring the issue to the principal.

- There is a unique relationship that the principal has with both the parent and the teacher and they will do their part to be fair to both parties.

### **Parent/Staff to Administration or Administration to Parent/Staff**

When a conflict cannot be resolved between a parent, teacher or staff and administration or vice-versa then an appeal can be made to the NCCSS Board of Directors.





## **NCCSS Board Appeal Process:**

1. A letter of request for a hearing by the Board, including its ex officio members must be given to the Board Chairperson or Vice-Chair at least seven days prior to the monthly Board meeting. This request should include a brief outline which details the concerns to be addressed.
2. If the issue concerns a grievance against either the Principal, Student Support Director, or Chairperson, then the Vice-Chair or Chair will present it before the Board. Either the Chairperson or the Vice-Chair will then set up a hearing with the individual(s), Vice-Chair and/or Chairperson and at least 2 other board members.
3. Requests for a hearing may be turned down by the Board in writing if it is felt that the issue should be dealt with first by the Administration or staff or if the issue has already been addressed in policy.
4. At such a hearing, the Chairperson of the Board or the Vice-Chair will clarify the procedures to be followed and the extent of the topics to be discussed.
5. The outcome and/or recommendations of the hearing will be presented in writing to the Board. If necessary, the Board will make a preliminary decision. The Chairperson or Vice-Chair will inform the individual(s) of the decision by written communication.
6. If the individual(s) is not satisfied with the preliminary decision made by the Board, the individual(s) may then request to the Board in writing an “unbiased” hearing detailing the concerns.
7. The Chairperson or Vice-Chair will set up the hearing with the individual(s) and two (2) other “unbiased”, mutually agreed upon individuals.
8. The Chairperson or Vice-Chair will inform the Board in writing of the outcome or recommendations of the “unbiased” hearing. If necessary, the Board will then make a final decision.
9. The Chairperson or the Vice-Chair will then immediately inform the individual(s) by phone AND by writing of the Board’s final decision.

The Board Director works as a delegated representative of the society with the role to help serve as an objective decision maker. Their decisions are binding upon administration.

If the issue cannot be resolved there then the parent/staff has the right to appeal outside of the school to the School’s affiliated Association, Associated Christian Schools International (ACSI Western Canada branch). This may also be passed on to the Federation of Independent Schools to appoint an arbitrator. Upon agreement of both parties any arbitration at this point will be considered binding on both parties.

### **Conflicts Outside of These Parameters**

Occasionally any one of the five people groups will have concerns on a broader scope concerning the school:

- Always try to address the issues to the level of authority at which they can be resolved.
- Work hard to communicate factually - ask the necessary questions to ensure that the facts are straight.
- If you are not satisfied that one level of authority has brought the situation to resolution then you have the freedom to take it to the next level according to the school organisational chart.



Broader issues regarding policy and school procedures need to be addressed with the school administration, school administrator, then to the society board.

Personal issues with those in authority need to be addressed first with them and then with their immediate supervisor.

**Communication Practice** for school activities organised by anyone other than Principal/staff

*Rationale:* To assist in proper communication between administration, parents/guardians and/or board members.

*Practice:*

1. School activities that may be developed by those other than school staff must be formulated and submitted to the school Principal/Administrator at least seven days in advance of the actual occurrence. The activity must be approved for suitability and convenience by the Principal/ Administrator.
2. Any outside promotional projects (such as essays, art or poetry contests) must receive the Principal/Administrator's approval.
3. If the Principal/Administrator has any reservations about the activity, the submission could then be put to the Board for input.



# North Cariboo Christian School

## Parent-Student Manual

### ADMISSIONS POLICY

Admissions packages are available in printable or fillable form on the NCCS website.

1. All submitted and completed admissions applications must be received at the school office and will start being processed when the Admission Chair receives the package. An interview is then potentially scheduled within two weeks - with teaching staff, Principal and Admissions Committee members. After documentation and references have been checked, a recommendation is then made to the Board of “yes” or “no” for admittance. This process could take up to one month.
2. One exception to point #1: No applications are processed from the last day of the school year to July 31<sup>st</sup>. This will allow staff and Board members a respite from daily activities of running the school.
3. A Character Reference form will be included in each package; this form can be emailed to families if requested. This form is to be sent to two references per child that is applying. The form will then be faxed or emailed straight to the school when completed by the referees.
4. The parents or guardians and child/children shall be interviewed by the Admissions Committee. The Admissions Committee will make recommendations to the Board regarding the admission of a family. When necessary, the Principal may grant tentative admission subject to the final approval at the next Board meeting. All exceptions for admission are to be brought to the Board for approval.
5. Subsequent children, the siblings of attending students, wishing to enter Kindergarten or a higher grade, require a shortened application and an interview with the Principal, Teachers, and Student Support Director, as applicable.
6. Generally, families will be accepted in order of date of receipt of their application and registration fee. Also:
  - a. Students of school families have priority over students of prospective families on the waiting list.
  - b. When teachers and staff apply for admission of their child/children, they will be given the same priority as a school family.
  - c. Class size will be considered.
  - d. Successful applicants will be placed on a waiting list if there is no current available opening. The school will notify the family when a position is available.



- e. The registration fee of \$100 will be kept on file for the waitlisted family for when they can enrol. If the family chooses not to attend, the registration fee is forfeited.
  - f. The Principal will oversee the waitlisted families' enrollment in consultation with an appropriate panel which may include Student Support Director and/or teaching staff.
  - g. The Principal will notify the waitlist family once they can enrol. This procedure should take no longer than one month from available opening to waitlist family enrolling.
7. The Principal will receive information on the student's previous education, and determine any specific needs at the admissions interview. The Principal/Teacher will place students at a suitable grade level and/or suitable program. The Principal/Teacher may administer any tests deemed necessary to determine placement.
  8. An assessment test will be given to the student at the family interview. Assessment results will only be used to assist Teachers in more accurately identifying weaknesses or strengths once the student is admitted.
  9. The school has the authority to determine the grade placement of each student entering and re-entering.
  10. The Board, upon recommendation of the Admissions Committee, may refuse to admit a student with severe disciplinary, psychological, and/or special educational needs which the school is not equipped to meet.
  11. Acceptance or rejection of applicants will be made with an email and by written notice.
  12. Each new student enrolled in the school will be required to serve a probationary term of at least 30 school days or at the discretion of the Principal. At the end of the 30 school days, the parents or guardians will be notified about the student's progress in the school. If at the end of the probationary term it is apparent that the school is unable to satisfactorily meet the needs (academic, social, physical, psychological, or spiritual) of the student, or if the presence of the new student is compromising the fulfilment of the needs of our current students, the student will be required to leave the school at that time.
  13. Following the probationary period, if at any time a student's conduct, academic progress or cooperation with the school administration is not acceptable or if at any time a parent's conduct or cooperation with the school administration is not acceptable, the school has the right to dismiss the student from enrollment in NCCS.
  14. If the School Board does not approve admission of a family for entrance, the family may appeal to the Board.



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## Parent-Student Manual

### TUITION & STUDENT REGISTRATION

Registration for the new school year is held from February - April. Enrollment remains possible after that time as long as there is room for additional students; however, parents/guardians are strongly encouraged to register before the summer break, so that classrooms will be ready for their children in September. Textbooks and other curriculum supplies are ordered in May, and student record requests are sent for at the end of June.

#### Finances

The funds for the operation of the school are obtained from these sources:

1. Society membership fees are set at \$50.
2. Donations from society members, family and friends.
3. BC Ministry of Education and Child Care Funding: Group 1 FTE (Full Time Equivalent) Funding. Government grants: Under the Independent Schools Act, we apply for a grant from the provincial government, which is 50% of the per-student grant the local school district receives.
4. School fees: Registration, Tuition and Volunteer Incentive Program fees paid by parents/guardians of the children attending NCCS.

#### Tuition Fees

Tuition fees are a source of funds for the operation of the school. They do not cover the cost of education. Fees are set with these considerations in mind:

1. NCCS' operating expenses
2. Christian education should be available to as many families as possible
3. So that all the children in a family can attend NCCS if there is a grade offered to them
4. Tuition fees are all-inclusive and include access to bus services and extracurricular activities such as swimming, gymnastics, skiing and skating (grade dependent).

#### Payment of Fees

Tuition fees are set by the Board according to the Tuition Schedule below.

#### Tuition Fee Schedule (2023-2024 School Year)

<u>Students</u>	<u>Annual Tuition</u>	<u>Monthly Instalments</u>
1 in grades Kindergarten—Gr. 9	\$3,550	\$355
2 in grades Kindergarten—Gr. 9	\$5,100	\$510
3 or more in grades Kindergarten-Gr. 9	\$5,950	\$595 (Cap)

The following must be kept in mind:

1. It is the responsibility of all parents/guardians to pay promptly. Amounts owing at the end of each term (Nov. 30, Feb. 28, May 31) with no payment arrangements made will result in a meeting with School Administrators to discuss continued enrolment in the school.



2. If parents/guardians experience any difficulties in meeting their commitment, they must communicate immediately with the Business Administrator.

Fees can be paid in several ways, listed in order of preference:

On or before the 1st of each month, September through June. Instalments may be made:

1. Pre-authorized automatic monthly or semi-monthly bank withdrawals.
2. E-Transfer to [e-transfer@nccschool.ca](mailto:e-transfer@nccschool.ca). Auto deposit is set up so no password should be required.
3. At the office with cash in amounts less than \$3,000 or cheque. If you opt to send payments with your child, please call the office to confirm it has been received.
4. By mail with cheque or money order.

In advance, payments may be made:

1. Cash in amounts less than \$3,000 or cheque for the full year or ½ year at a time
2. Ten post-dated cheques (dated for the 1st of each month, September - June)

### **Entry or Withdrawal during the School Year**

If a student is registered on or before the 14<sup>th</sup> of the month, a full month's tuition will be paid. If a student registers after the 14<sup>th</sup> of the month, half of the month's tuition will be paid. If a student withdraws from the school on or before the 14<sup>th</sup> of the month, half of the month's tuition will be refunded. If the student withdraws after the 14<sup>th</sup> of the month, no tuition will be refunded. **Parents are requested to give a minimum of one school month's notice of students leaving or not returning. This is not only common courtesy, but helps the school to budget and fill vacancies.**

### **Delinquent Tuition & Fees**

Any outstanding fees as listed above, or other amounts due to the School, are due by June 20<sup>th</sup> of each school year. Failure to pay outstanding fees will result in the School Board forwarding a letter denying re-enrolment for the following school year. If/when the delinquent fees are paid after June 20<sup>th</sup>, the re-admission process would be to have the parents/guardians meet with the Principal, Business Administrator and Treasurer to discuss the re-enrolment requirements. Stipulations for re-enrolment may include mandatory Pre-Authorized Debit payments or prepayment of fees. In the event that a balance is still owing 90 days after a family withdraws, is denied re-admittance, or graduates, NCCS will pursue collections or debt reporting via a collections agency if payment arrangements are not made with the Business Administrator.

### **Tuition Assistance**

Tuition assistance may be available to those families who have found it impossible to have their children attend NCCS due to lack of finances. Tuition assistance application forms are available in the office and must be submitted to the Finance Committee. As the budget allows, a percentage of the school income will be put towards tuition assistance.

### **Tax Deductions**

Tax receipts will be issued in February of each year based on the previous calendar year. Tuition is up to 100% tax deductible. This amount may vary from year to year.



# North Cariboo Christian School

## Parent-Student Manual

### ACADEMIC GRADING & AWARDS

#### Academic Policy

Report cards are issued three times per year. Time is set aside for parent-teacher interviews during the first term and at the end of the second term. During the last term and at any other time, interviews can be arranged at the specific request of the teacher or parents/guardians.

At North Cariboo Christian School, the Principal and Teachers in conjunction with a student's parents determine whether a student meets the minimum standards to be promoted to the next grade or to be held back and repeat their current grade. If a student consistently falls within the Emerging category on the Proficiency Scale, they may not meet the standards necessary to be promoted to the next grade.

For all grades, grading uses this scale:

THE PROVINCIAL PROFICIENCY SCALE	
<b>EMERGING</b>	The student demonstrates an initial, if any, understanding of the concepts and competencies relevant to the expected learning.
<b>DEVELOPING</b>	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.
<b>PROFICIENT</b>	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.
<b>EXTENDING</b>	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

#### Homework

Homework assignments given in grades K-3 generally involve studying for spelling tests and memorising Bible verses. Additional practice assignments may also be given as homework. In the intermediate grades, homework is mainly assigned for catch-up work, special assignments, or to help individual students strengthen skills. Parents/guardians are encouraged to supervise homework assignments. Students are responsible to ensure homework assignments are completed on a regular basis.



## **Student Awards**

In order to encourage the high level of academic excellence that we strive to maintain at NCCS, each term students are awarded for their academic achievement. At the end of each term, parents/guardians are invited to an awards assembly, where Honour Roll, Principal's Roll, Work Ethic and Student of the Term awards are given out.

### **Principal's Roll**

Those in grades 4-9 who achieve all Proficient levels, at least two (2) Extending levels, and Work Ethic marks no lower than a 'G' (Good) in any subject area will receive a Principal's Roll certificate.

### **Honour Roll**

Those in grades 4-9 who achieve a Proficient and/or Extending level and no more than two (2) Developing levels with no Emerging level in any subject area on their report cards will receive an Honour Roll certificate.

### **Student of the Term/Year**

Teachers choose their class' "student of the term". Students may be chosen for a variety of reasons: consistent excellence in academic work, good work habits, citizenship, and/or effort and progress made. At the Year End Awards Ceremony teachers will select from each classroom a Student of the Year Award for a student who has demonstrated excellence in character and academic achievement throughout the year.

### **Work Ethic Awards**

Those in all grades who have a work habit/effort grade of 'O' or 'G' will be eligible for the Work Effort Award.

### **Star Awards/ Chapel Awards**

Each month classroom teachers select students to receive exemplary behaviour awards at the last Chapel of the month. These vary in their areas and are up to the teachers of the classroom to determine as they see appropriate.

### **Year End School Awards**

At the final assembly in June students are selected to receive the following awards which include a certificate, a medallion and their names are engraved on a school plaque. The Awards are:

1. Grade 8-9 Excellence in Creativity and the Arts including –expressive arts, dance, music, worship, sewing, pottery, jewellery, wood working etc.
2. Grade 8-9 Excellence in Math & Science – A student that demonstrates exceptional abilities in the area of Math and Science.
3. Grade 8-9 Excellence in Writing – Poetry, writing music, stories, essays etc.
4. School Wide Citizenship – acknowledges a student who radiates the light of Jesus Christ in the world. Demonstrates they know, love and effectively serve Jesus Christ in the world.
5. School Wide Zacharias Community Service Award – acknowledges a student who is developing their understanding of what it means to be a Disciple of Christ within their community.





# North Cariboo Christian School

## Parent-Student Manual

### CONDUCT & DRESS CODE

Students should dress appropriately for school and school sponsored functions, with emphasis on neatness, cleanliness and modesty. We encourage conduct and appearance that will not distract others from learning.

It is the purpose of the school to encourage the students to develop the ability to make decisions and assume responsibility for their appearance. The cooperation of all parents, teachers and students will reduce the necessity of rules.

1. Hair must be clean and neatly styled.
2. Clothes must fit properly, be in good repair and be modest (no bare midriiffs, spaghetti straps, exposed underwear, torn jeans, etc.). T-shirts must have no culturally offensive printing or pictures. Skirts and dresses should fall no shorter than just above the knee. Shorts should be no shorter than mid-thigh.
3. Students who come to school inappropriately dressed will be provided with an NCCS T-shirt or appropriate items from the Lost and Found collection to wear for the day, and will be spoken to by a staff member. If the student refuses to cover the inappropriate clothing (or lack of clothing), the student's parents will be asked to bring alternate appropriate clothing to the school or to pick up their child from the school immediately.
4. Make-up should be minimal. The school discourages tattooing and body piercing. Those with tattoos or body piercing are encouraged to cover them while at the school or attending school functions. Jewellery for students should be kept to a minimum.
5. Shoes should be in good repair. Students will require indoor shoes (non-marking shoes or canvas sneakers for PE and games). **Outdoor running shoes are not acceptable for PE.**
6. In cold weather, students are expected to come to school dressed for the weather.
7. This policy is effective for all school events including Track and Field Days. Permission may be granted during special days ("Dress-Up" days, swimming lessons, etc.) to alter the Dress Code.
8. If any item is deemed to be inappropriate, the Principal's discretion shall constitute the final decision.

We depend upon the parent to fully supervise the appearance of their sons and/or daughters. Although not every home will fully agree with the above standards, we believe that every home has the responsibility to enforce them if they choose to send their children to NCCS. A brief inspection before they leave home in the mornings will be helpful.



## Rules of Conduct & Expected Behaviour

1. No bad language or name-calling. Teasing other students will not be tolerated.
2. No fighting. Parents will be notified of any injuries or damages resulting from fighting or rough play.
3. No running anywhere in the school building.
4. Movement to and from classes shall be quiet and orderly.
5. Respect and courtesy shall be shown at all times.
6. No throwing of snowballs, stones, etc. on school premises.
7. Students must wear helmets when skateboarding.
8. Gum chewing is allowed through the Student Support Director only.
9. Total abstinence from tobacco, vaping, alcohol and non-prescription drugs and inappropriate physical conduct.
  - **Alcoholic Beverages** - There are differences of opinion in the Christian community regarding what the Bible teaches about the appropriateness of alcoholic beverages. However, the possession, use, sale, or supply of alcoholic beverages by an underage person is a violation of Canadian/BC law; and such acts, therefore, are violations of Biblical standards (Romans 13:1-5). NCCS students shall not be under the influence, possess, use, sell, or supply alcoholic beverages.
  - The possession or use of **tobacco or vaping products** in any form is prohibited on campus or at a School activity for health and safety reasons.
  - **Drugs**-A student's use of illegal drugs violates Biblical standards (1 Corinthians 6:19-20 and Romans 13:1-5) as well as Canadian/BC law. NCCS students shall not be under the influence, possess, use, sell, or supply illegal drugs or drug-related products; nor shall NCCS students abuse prescription drugs or over-the-counter products.
10. Students will be charged for damaging textbooks, library books, chromebooks, learning tools and/or deliberate or careless damage to property.
11. The use of electronic devices is not permitted on the bus, school grounds, or at a school function. Any phones or communication devices must be kept out of sight.
12. Stealing is unacceptable.
13. Possession of inappropriate visual or written material is unacceptable.
14. Involvement in break-in or vandalism is unacceptable.
15. Disrespect towards a member of the faculty or staff is unacceptable.
16. Harassment is viewed as a serious behavioural matter. Students are reminded of the "Golden Rule" (Matthew 7:12) and our expectation that one should treat another in the manner that they would want to be treated. Any threat of violence, whether on or off campus, in jest or otherwise, will be taken seriously.
17. A student having in their possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon on the bus, campus or at a School activity is a serious offence.



# North Cariboo Christian School

## Parent-Student Manual

### PARENT CODE OF CONDUCT POLICY

1. I will pray earnestly for North Cariboo Christian School (NCCS).
2. I will cooperate fully in the educational functions of NCCS, doing my best to make Christian education effective in the lives of each of my children so that they may love and serve the Lord Jesus Christ all of their lives.
3. I will encourage and help my children at NCCS support the outreach projects of NCCS as the Lord enables.
4. I will undertake volunteer duties and responsibilities for NCCS as opportunities arise and as God provides time and strength.
5. I will regularly attend meetings and parents' functions at NCCS even though I may not be able to achieve perfect attendance.
6. I will attend the mandatory parent orientation meeting at the beginning of the school year if I have not done so within the last 3 years.
7. I will use appropriate, God glorifying language and conduct in all my participation at the school to the best of my abilities.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart. If I need to resolve any issues to a greater extent than this, I will do so in accordance with NCCS's policies.



# North Cariboo Christian School

## Parent-Student Manual

### DISCIPLINE POLICY

#### Rationale

The Scriptures command parents/guardians to train up children in the way they should go and raise them in the nurture and admonition of the Lord. Fundamental to this task is the elimination of negative character traits (lying, stealing, anger, selfishness, laziness, hatred, etc.) and development of positive character traits (honesty, self-control, loving kindness, generosity, diligence, etc.). Because children are born with a sin nature, they inherit a tendency to sin and will do so if left to themselves. Parents/guardians have the responsibility to discipline their children using Biblical methods of reward and punishment to encourage positive qualities and discourage negative ones.

A child's sin nature will often manifest itself at school just as in the home, resulting in behaviour which is disruptive to the educational process for both the offender and others. Parents/guardians, by enrolling their children in NCCS, delegate some of the responsibility for training their children to school representatives. Along with this responsibility comes the authority to take appropriate disciplinary measures which will further the character training begun at home and maintain a positive educational setting.

This Policy applies on the bus, at school, at all official school functions, and during transit to and from such functions. It applies to any behaviour outside of these settings which, in the opinion of the Board, is inconsistent with a genuine Christian commitment or is detrimental to the reputation of the School. In such cases, appropriate action will be taken by the Board.

#### Policy

1. Parents/guardians are responsible to understand and support the goals and procedures of the Discipline Policy publicly and privately. They are expected to teach their children the importance of obedience to all legitimate authority. They are responsible to discuss any concerns regarding a specific disciplinary measure with the staff member involved.
2. Students are responsible to understand, support and obey all school rules and accept the consequences when they are given.
3. School personnel are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality. They are responsible to take appropriate disciplinary action when rules are broken, taking into account the nature of the offence, the student's age and understanding, and the student's past behaviour. They are responsible to keep accurate records of serious or repeated offences.



4. Monitors (parent helpers) are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality and inform the school personnel regarding infractions as per the Supervisor's Manual.
5. The Principal is responsible to ensure that parents/guardians, students and teachers are informed of the Discipline Policy and School Rules each year. He/she is responsible for ensuring that both are followed consistently. He/she is to report to the Board regarding those incidents of behaviour, which, in his/her opinion, merit suspension for more than three days or merit expulsion. The Principal or designate is responsible for administering suspension to students for up to three days when necessary.
6. The Board shall review the Discipline Policy and its implementation on an annual basis. The Board is responsible for making the final decision regarding a suspension of more than three days, any probationary period, or any expulsion. The Board is responsible to act as a review panel in the cases of serious disagreement between Parents/guardians and School Staff.
7. Methods of discipline shall include those positive elements which encourage good behaviour and reduce the occurrence of bad behaviour.
8. All discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Whenever possible, punishment shall be a logical consequence of the misbehaviour and appropriate in severity. School employees are responsible for determining whether a specific event constitutes a Minor Offense or a Serious Offense. They are expected to discuss it with the child, and employ appropriate disciplinary measures based upon the following guidelines:
9. Minor offences, such as horseplay, talking out of turn, disturbing others, homework not done, meddling with or accidentally damaging property, failure to fulfil a punishment, etc. warrant one or more of the following penalties:
  - a. verbal reprimand
  - b. writing assignments (essays, lines, spelling or vocabulary)
  - c. isolation from the rest of the class (back of class, out of class)
  - d. detention (recess, noon hour, after school)
  - e. restitution (payment for or restoration of damaged property)
  - f. in-house suspension (isolation for entire day including recesses)
  - g. community service (sweep walks, shovel snow, clean library)
  - h. a note and/or phone call to parents/guardians
10. Serious offences such as lying, cheating, stealing, swearing, willful defiance, disrespect to those in authority, possession of illegal drugs, firearms or pornographic materials, false fire alarms, cutting classes, fighting, mistreatment of others, repeated critical or derogatory comments, deliberate or serious damage to property, sexual immorality, repeated Minor Offences, etc. will result in a note and/or phone call to parents/guardians AND one or more of the following penalties:
  - a. any of the penalties for minor offences but with greater severity



- b. a meeting with the Principal
  - c. a meeting with the Principal, Parents/guardians and others as is appropriate
  - d. the development of a Behavior Plan in collaboration with the Student Support Director, if determined it is appropriate to develop a Behavior Plan.
  - e. probation
  - f. suspension
  - g. expulsion
11. A written record shall be kept of all serious offences, with a description of the offence and the disciplinary measures taken.
  12. Probation is a period of time during which the student's enrollment is in doubt. The duration of the probationary period and the specific changes expected of the student will be decided by the Board upon recommendation by the Principal. Evaluation of the effect of the probationary period will be conducted by the Board and the Principal at the end of that period. The Board may then terminate, extend or modify the probationary requirements.
  13. Suspension for up to three days may be given to a student at the discretion of the Principal. Parents/guardians are to be informed as soon as possible. Suspension for more than three days may be given at the discretion of the Board after consultation with the Principal and Parent. Students will be expected to complete all assignments, tests and notes given during the period of suspension within three days of the end of suspension
  14. Expulsion of a student occurs at the discretion of the Board after consultation with the Principal and parents/guardians. Parents/guardians who wish to re-enroll an expelled student may request such by letter to the Board. The letter should indicate the evidence of a changed attitude and behaviour sustained over a period of time that would warrant consideration by the Board. The Board may choose to re-enroll the student with or without probationary conditions or may refuse to accept the re-enrollment. Expulsion of one child, in and of itself, shall not jeopardise the continued enrollment of any siblings; however, lack of parental support for the Discipline Policy may.
  15. Copies of the Discipline Policy shall be distributed to every family each year.

## **Playground Discipline Plan**

1. Following dismissal, students are given 5 minutes to use the washroom, take a drink and put on outdoor clothing (younger students are an exception)
2. Students are not allowed inside at recess to use the washroom, get a drink or for any reason, unless it is an emergency
3. No fighting, rough/dangerous play-fighting, or throwing of objects (sticks, stones, snowballs) is allowed
4. Students must remain within the boundaries of the playground area, within sight of the supervisor
5. Students are to enter the school quietly and walk in the hallways



The consequence for inappropriate behaviour is that the student will be given one warning, and if the offence is repeated, will be sent inside to see their teacher. Verbal recognition of appropriate behaviour on the playground and in the hallway is encouraged.

### **Senior Student Privileges**

Students in grades 8-9 are expected to follow the above playground rules while on school property. However, occasionally students in these grades may be allowed extra privileges such as being permitted off school property during the lunch hour with parental consent. Privileges may vary from year to year, and will be up to the discretion of the staff and Principal. Parents/guardians of students in these grades will be required to sign a permission form at the beginning of the year before students will be allowed off of school property.

***“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – His good, pleasing and perfect will.” Romans 12:2 (NIV)***



# North Cariboo Christian School

## Parent-Student Manual

### SAFE SCHOOL VISION STATEMENT

*The goal of North Cariboo Christian School is to encourage an atmosphere where students, parents/guardians and teachers feel respected, safe and nurtured, taking pride in their school environment.*

#### **NCCS Bullying Policy (Safe School Plan)**

- 1. Stop the behaviour**—There will be “no bullying rules” enforced by staff members.
  - Teachers and support staff have the responsibility and freedom to manage minor infractions.
  - Students are given a verbal warning to stop inappropriate behaviour.
  - If inappropriate behaviour continues students serve a detention. Records of student detentions are kept on file by class teachers. If a student receives three detentions in one calendar month, the parents/guardians are phoned and they receive a letter describing the reasons for detentions that month.
  - Serious cases of bullying and/or behaviour problems shall be referred immediately to the school Principal (see school discipline policy for major infraction protocol).
- 2. What can students do?** Students are encouraged to speak out and get adult help without endangering themselves.
  - If students are being bullied, they are encouraged to find a safe way to talk to the person and tell them how they feel. If they are uncomfortable they may find someone to help them approach the bully and talk to them.
  - Using the B.C. Ministry of Education’s “Focus on Bullying: A Prevention Program for Elementary School Communities”, NCCS has been equipped with a step-by-step process for preventing and responding to bullying behaviours. Students receive instruction in the classroom designed to promote a safe school and community.
- 3. How should students treat one another?** Students are encouraged to treat each other with respect and consideration and to help create a safe and peaceful learning environment for everyone. They are to exhibit kindness and be co-operative in their relationships with others.

***Luke 6:3—“Do to others as you would have them do to you.”***  
***Matt. 5:38—42 “Turn the other cheek”.***





# North Cariboo Christian School

## Parent-Student Manual

### HEALTH INFORMATION

#### **First Aid Policy**

Students who are ill, hurt or injured will be sent to the main school office. A staff member shall review and make a decision on what action is appropriate. Parents/guardians will be notified as soon as possible in the event of emergencies. If the student needs to go home, please arrange for pick up as soon as possible. If transportation is required to a nearby clinic, the student shall be sent by ambulance with the administrators approval, and parents will be notified. Parents/guardians may be informed of a visit to the school's first aid room depending on the severity of the issue. Staff members have Emergency First Aid certificates. The Accident and Emergency Policy is posted in the first aid room.

#### **Immunisation**

It is strongly advised that children complete the recommended immunisation during their Kindergarten year. In-school clinics are held for Grade 6 and 9 students to receive immunizations. Consent forms are sent home for parent/guardian signatures.

#### **Medications**

Students will not be given medication (ie. painkillers) unless approval has been granted through their Medical Permission form or prior arrangements are made by parents/guardians and medication is sent to the office or Student Support Director. Parents/guardians whose children require other medications (for example, allergy medication) should bring it with a notice of permission to the school office, to be stored in the first aid cabinet and administered by staff only. Medication should not be transported on the bus or by students; parents/guardians must transport and deliver the medication.

#### **Staying home because of illness**

Students that are ill with fever, vomiting, or diarrhoea are required to stay home 24 hours past their last symptom without medication. Students with cold symptoms are asked to stay home until they are feeling better without medication and they can manage any remaining mild symptoms at school. For other communicable childhood diseases, please stay home until recommended to return to school.

Parents/guardians should make arrangements with the class teacher to pick up missed work.



# North Cariboo Christian School

## Parent-Student Manual

### COLD WEATHER & SCHOOL CLOSURE

#### **Cold Weather Policy**

Students are expected to come to school with appropriate clothing for the weather. Students are to remain outdoors before school, during recess and lunch time, and after school. In case of rainstorms, wet snow or when the temperature is below  $-20$  degrees C with wind chill, students usually remain indoors. The Principal may deem that the students will benefit from supervised outdoor activity, having considered inclement weather conditions.

Parents/guardians, who request their children to remain indoors during the school day when the temperature is below  $-20$  degrees C with wind chill or for medical reasons, must send a note. Parents/guardians who do not want their children to attend extra-curricular outdoor activities must also notify the school. In extreme temperatures, the school will ordinarily be open regardless of the weather. Parents/guardians should use their discretion in sending their children to school.

#### **Extreme Weather School Closure Policy**

**Rationale:** To ensure the safety of students and staff during extreme weather and road conditions and that any school closure for any reason will be properly communicated to parents/guardians and staff.

Emergency closure of the school, while infrequent, causes considerable disruption to parents, staff and school. The Principal/Administrator will initiate the emergency communication plan and will post a notice of school closure on the NCCS Family facebook page, an email will go out to all families, and a text message (SMS) will be sent to families registered for the service. Phone calls will be made to families not registered for the text message service.

In the event of a school closure, the Principal will make certain that a staff member attends school to ensure the safety of any children who may arrive for instruction.

**NOTE:** The school bus does not run at  $-32$  degrees or colder and school usually remains open for instruction, relying on parents to transport children to and from school. Students who are absent from the instructional days will be required to complete all missed assignments.



# North Cariboo Christian School

## Parent-Student Manual

### SCHOOL & WEEKLY SCHEDULE

#### School Day Schedule

8:15 am	morning supervision begins
8:30	morning bell, school begins
10:15—10:30	recess
12:00—12:45	lunch break
2:30	school dismissed
2:45 pm	supervision ends

Parents/guardians should pick up their children before 2:45 in the afternoon. Students are required to wait on the sidewalk at the front of the school, not wander into the parking lot. If students are still waiting outside at 2:45 pm, they will be brought inside of the school to wait for their parents/guardians.

#### Lunch

Students eat their lunches from 12:00—12:15 in their classrooms. Microwave ovens are available in most classrooms for student use. Please avoid sending pop and candy in your child's lunch.

#### Weekly Schedule

Monday	The Lord's Prayer / O Canada / School Announcements
Wednesday	8:45-9:30 Chapel (Last Wed. of the month is school-wide)
Friday	The Lord's Prayer / O Canada / School Announcements

#### Library

Each class has one regularly scheduled library period generally every 2 weeks. More library visits occur depending upon assigned class projects. Students are permitted to sign out two books and keep them for a two-week period.

#### Attendance

Faithful attendance at school is necessary to obtain the maximum benefit of the education provided. Self-discipline in this area is expected of all students in all grades. Unnecessary absences or repeated tardiness is not only discourteous to the teachers, but it places an additional burden upon them to provide make-up work. It is primarily the responsibility of the parents/guardians to encourage and ensure the punctual and regular attendance of all their children at school. Students are expected to participate in all subject areas and related class/school activities, outings and events offered at the school. Students who habitually choose to opt out of classes will be subject to the disciplinary measures as defined in the attendance policy.



# North Cariboo Christian School

## Parent-Student Manual

### LIBRARY POLICY

Reading is the foundation for all other subjects. The development of reading is therefore one of the primary goals of the school. One of the most effective ways to develop reading skills in students is to provide them with an abundant supply of good, free reading material and encourage them to read on their own for pleasure. Since students' values are significantly influenced by what they read, and since library books are freely accessible to students and will be read independently without teacher supervision, it is important that every book be above question as to the values it promotes. While ensuring this, it is also important to provide a wide spectrum of reading materials in order to broaden students' understanding of, and appreciation for, the scope of literary knowledge available.

#### Policy

1. Books or media which are essentially neutral in moral impact or which make individual references to un-Christian activities will be evaluated on their own merit.
2. Books or media with explicit or detailed descriptions of ungodly practices will not be allowed in the Library regardless of the moral stance of the author.
3. Books or media which portray evil thoughts or actions without graphic detail may be accepted, as long as such evil is clearly portrayed as evil and therefore unacceptable.
4. Books or media which contain swearing, vulgarity or obscenities are not acceptable in the Library. If, in the opinion of the Education Committee, a book is of considerable literary value, and has only very limited instances of unacceptable language, the book may be included in the library and may have those words blacked out (The purpose here is not to hide these words from students, but to clearly indicate that the school does not approve of them in any context).
5. The Library contains books or media which include mature subject matter such as drinking, promiscuity, drugs, university life, college life, etc. Though these subjects are portrayed in a Christian and moral way, the school acknowledges that parents may wish to supervise the use of these materials by their child, or decide that they do not wish their child to use these materials at all. These books or media will all be labelled as 'Teen' or 'Young Adult' and entered into the computer as such. At the beginning of the school year, a parental permission slip will be sent home for all students in grades 4 and up. A signed parental consent form will be required in order for the student to sign out books designated as 'Teen' or 'Young Adult'.
6. If a library book or media has not been returned to the school within a month after the due date, a notice will be sent home as a reminder. At the end of the year, if the book or media still has not been returned or has been returned damaged, parents will be responsible to pay for the book or media or replace it at current value.
7. Parents are encouraged to be aware of the books or media their children are reading/watching/listening to. If they have any problem with a book or media, they should bring it to the teacher's or librarian's attention.



# North Cariboo Christian School

## Parent-Student Manual

### OTHER INFORMATION

#### Field Trips

The rules of the school regarding conduct and dress are applicable to field trips to maintain a high standard of conduct and protect the reputation of the school. Advance notice will be sent home with details of each field trip's date, time, location and cost (if applicable). At the beginning of each school year, a medical/field trip permission form will be sent home for each child, to be filled out and returned to the school. The classroom teacher brings along these forms to all outings from the school.

#### Physical Education

In addition to in-school physical education instruction, students in Kindergarten through grade six participate in levelled swimming lessons each fall as well as in a freestyle skating program at the civic arenas. The Intermediate grades receive ski lessons at Troll Resort for two or three days each winter while the Primary students may take Cross Country ski lessons at Hallis Lake. During the spring session, Primary students attend Gymnastics coached by the staff of the Quesnel Techniques Gymnastic Club.

#### Physical Education Policy

*Rationale:* The body is the temple of the Holy Spirit and as such is to be cared for and nurtured. An active physical education program which helps to develop strength, endurance and coordination is necessary for each child. Additionally, physical education class, due to the frequent opportunities for competition, provides an excellent framework for applying Biblical principles and developing character qualities such as perseverance, humility and kindness.

1. All students are required to take instruction in physical education unless a doctor's note is provided to excuse them from the course.
2. Parents/guardians must send a written note to the teacher to excuse their children from an individual class or specific activity due to injury, recent illness or other physical condition.
3. Students who are unable to participate in physical education class must either accompany their class to the gymnasium in order to learn what they can by observation and/or assist their teacher, or they must work on an independent study project in another class. This work is to be in addition to regular class work.
4. Teachers are to ensure that physical education classes end punctually so that students may get to their next class in time.
5. All students must dress appropriately for physical education classes, with runners and clothing which can be worn comfortably in a variety of activities. Clothing should be clean and in good repair.
6. NCCS follows the DPA (Daily Physical Activity) requirements of the BC Ministry of Education & Child Care for all grades (30 minutes a day for K-7 and 150 minutes a week for 8-9).



## **Senior Student Electives**

Students in grades eight and nine will participate in Applied Design, Skills, and Technologies and may receive instruction in a variety of electives. Courses offered will depend upon the abilities of staff and/or the availability of other trained instructors. Courses may include Foods & Nutrition, Sewing & Textiles, Info-Technology, Outdoor Education, and Woodworking. Students may also work on self-directed studies in their area of interest.

## **Arts Programs**

Students in grades one through nine participate in Music/Drama & Visual Arts classes each week. The Music program teacher instructs the students in singing of songs, playing of various musical instruments, dance, drama, and music theory. Students learn music appreciation through exposure to a variety of musical instruments and styles of music. Visual Arts are taught by the classroom teacher or a designated instructor.

## **School Supplies**

Parents/guardians are required to pay a fee to the school for grades K-6 and their in-class school supplies will be provided, grades 7-9 will be responsible for bringing their own supplies. Parents will receive a list of needed supplies before the beginning of the new school year. Please label everything with your child's name.

## **Lost and Found**

Found articles are put into a designated location. Unclaimed articles are displayed during parent/teacher interview days and/or assemblies. All unclaimed articles will be sent to a charity after each year.

## **School Photos**

Individual and class photos are taken each fall. Details for parents/guardians who wish to purchase packages of photos will be sent home prior to picture day.

## **Telephone**

School phones are business phones. Permission from the teacher must be given to any child wishing to use the phone. Please communicate with the school office regarding your child rather than using their personal cell phone.

## **Fire and Earthquake Drills**

Six fire drills are held throughout the school year. Every classroom has a map showing the exits. Students are to walk, not talk, and listen for instructions to the assigned area outside. The principal/administrator will signal re-entry. Regular earthquake drills are conducted by individual class teachers.

## **Technology Usage**

Students are not permitted to use electronic devices on the bus, school grounds, or at a school function. If they bring an electronic device to school including a cell phone, game player or music device it must remain in the student's backpack at all times or it will be confiscated and held at the office. Watches with communication or picture taking capability are also not permitted. NCCS does not provide wifi internet access for guests.



## **School Bus**

Riding the bus is a privilege and as such students are expected to adhere to the rules of conduct both on school property and on the bus. Expected Behaviours are distributed to bus families at the beginning of the year and are outlined for the safety of all children riding the bus to and from school. Students who repeatedly disregard the rules of conduct and safety while riding the bus may be temporarily or permanently suspended from their privilege of riding the bus.

In the event of an interruption, delay, or cancellation in bus operations due to mechanical, weather, or other factors, the emergency communication plan will be initiated. A notice of bus service interruption will be posted on the NCCS Family facebook page, an email will go out to all families, and a text message (SMS) will be sent to bus families registered for the service. Phone calls will be made to families not registered for the text message service.

If School District 28 cancels their bus service due to extreme weather or road conditions, the NCCS bus will be cancelled. The bus does not run if the temperature is -32 or below. In the event of mechanical failure or other issue, we will endeavour to resolve the issue as quickly as possible, but may have to cancel our bus service. Communication will be sent to bus families when these or other events happen, and when bus service is expected to resume. Every effort will be made to give bus families as much notice as possible in the event of bus service interruption.

If you have an emergency and unexpectedly cannot meet your child at their bus stop, please contact the school office, who will notify the school bus driver and a plan can be made to get your child safely delivered. If you cannot reach anyone at the school, please contact Colleen at 250-255-9553.

As bus capacity is restricted, families who wish to use the bus must fill out an application form, and schedules & use guidelines will be supplied to accepted families. Acceptance will be based on need and route capacity.

## **School Visitors**

All exterior doors to NCCS are locked during school hours, so please ring the doorbell at the main door for assistance, do not enter through the side doors. All staff, parents, volunteers, and others must sanitise their hands and sign in prior to entering the school. All visitors are required to report to the school office prior to going to see students or classrooms in the school, and sign out when they leave. This records your attendance in the school so that in the event of a fire drill or emergency all visitors will be safely accounted for. We also aim to ensure that our students and staff enjoy a safe school environment at all times.

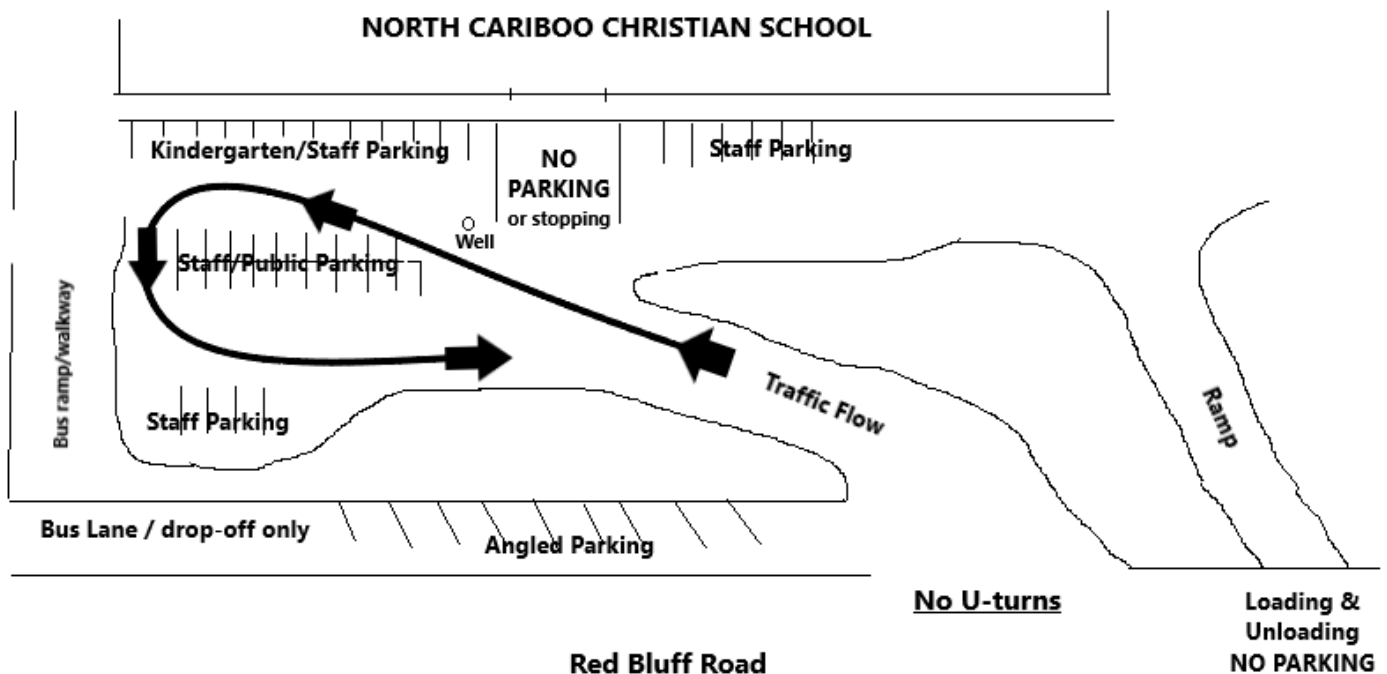


## Parking Lot, Drop-offs and Pick-ups

When entering the parking lot, please keep to the right, loop around the end of the vehicles, and exit using the lane closest to the road. Please watch for the well when driving and backing. Parking along the front of the school is reserved for staff and kindergarten use. Parking for the public is in the centre of the parking lot, as well as the angled parking along the road.

When dropping off your child before school, please stop along the road at the top of the ramps, either just before the driveway or at the end of the bus lane. If you wish to park to unload your child, please park along the road in the angled parking area and have your child walk down the ramp by the bus loading area, or in the main parking lot and supervise them until they are safely on the sidewalk. **DO NOT DROP OFF YOUR CHILD IN FRONT OF THE SCHOOL DOORS.** Please park before unloading.

When picking up your child, either park in the angled parking area or main parking lot, or wait at the top of the ramp beside the driveway. If waiting by the ramp, please load and drive away to make space for others to move forward and load their children.







## Closing Remarks

There is much more that could be said in a manual such as this. We expect that some of our statements and policies will change from time to time. We are confident that both parents/guardians and students will support our attempts at organising and operating our school for the highest benefits of all. We will inform students and staff when changes occur in our policies and will attempt to keep the parents/guardians as well informed as possible.

It is our prayer and our hope that the efforts going into this school will bring their rewards. These rewards include: students who have a well-rounded education, a wholesome Christian view of life and others, and students that grow up to love the Lord and His Word. God bless you for being a part of North Cariboo Christian School.

## School Contact Information:

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Fax: (250) 747-4410  
Website: [www.nccschool.ca](http://www.nccschool.ca)

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Quesnel, BC V2J 6C7 Canada

Email: [office@nccschool.ca](mailto:office@nccschool.ca)  
Principal: [principal@nccschool.ca](mailto:principal@nccschool.ca)

**“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things”. *Philippians 4:8***