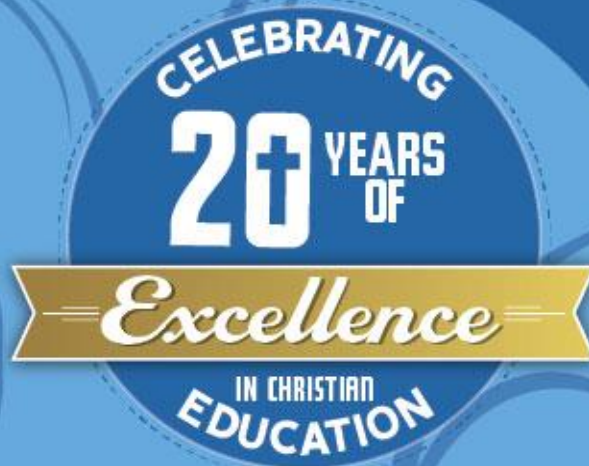


Give them more  
than an education  
Give them a  
**foundation**  
for living



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# School Handbook For Parents & Students

Revised February 2018



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

## MESSAGE FROM THE PRINCIPAL

North Cariboo Christian School (NCCS) exists to provide students with an education based firmly upon a Christian foundation. At NCCS students are encouraged to grow spiritually, academically, physically, and emotionally. Students in kindergarten through grade nine receive quality education from BC-certified teachers who are born again Christians. NCCS follows curriculum guidelines set out by the BC Ministry of Education.

North Cariboo Christian School also offers quality instruction for students with Special Needs. Our staff members are continually motivated by caring for the individual needs of each student while encouraging them to rise to their fullest potential.

North Cariboo Christian School provides a learning environment in which Christ is the center. Our goal at NCCS is not to shield children from the ways of the world, but to equip them with the knowledge of how to approach these experiences with the mind of Christ. Proverbs 22:6 states that we should “Train a child in the way he should go, and when he is old he will not turn away from it.” This is our desire for students at NCCS. We pray that their experiences at NCCS will impact their lives for many years to come.

All teaching staff members take part in leading weekly Chapel services where students are involved in praise, worship, prayer, and devotions on a specific topic. Most of our Chapel services require students to be active participants. We also welcome special guests to lead our Chapel services – hearing from missionaries, pastors, musicians, and other talented performers is very inspiring for everyone involved. Please feel welcome to join us for a Chapel service at any time!

As teachers at North Cariboo Christian School, we strive to provide a caring and supportive learning environment for all students. We pray that through our teaching and example, students will grow to know, love, and serve Jesus Christ. We also strongly encourage parents to become directly involved in their child’s education. Parents are welcome to serve on a variety of committees, volunteer for extra-curricular school activities, supervise during the noon-hour break, or help out in the classrooms.

We at North Cariboo Christian School appreciate your continued prayers for our school, staff, parents, and students. The Lord has greatly blessed NCCS and we look forward to seeing the school grow. We thank you for your support and promotion of Christian education in Quesnel. We pray that you feel a part of the family here at North Cariboo Christian School. Please drop by at any time!

Mr. Andrew Martin  
Principal of NCCS

# North Cariboo Christian School

## Parent-Student Handbook



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# North Cariboo Christian School



## Parent-Student Handbook

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  
Unity, Teamwork & Inclusion  
Excellence*

# North Cariboo Christian School



## Parent-Student Handbook

### SCHOOL PHILOSOPHY & OVERVIEW

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

Our relationship with God demands that together with our 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 our children. Parents can be confident that the curriculum of NCCS fully meets the requirements of the BC Ministry of Education 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 "parent-controlled", which means that NCCS is directed by Christian parents who share the same basic visions and goals for the teaching and training of their children.

The Christ-centered 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-centered 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, our children 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 we seek to find His will for our lives. It is an act of commitment to a more complete life in Christ for our children.

## **Theological Foundation**

The educational philosophy of North Cariboo Christian School is based upon a God-centered view of man and truth as presented in the Bible. The essential truths of this view are detailed in Article 3 of our Constitution.

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 authority commands 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 the 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 in other cultures
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 realize their academic potential by promoting high academic standards
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 our Canadian culture, Christian heritage and of cultural differences
8. to discuss and relate them to a Biblical understanding
9. to produce an understanding and appreciation of God's world, man's place in it and responsibility to it
10. to develop an appreciation of the fine arts through skill development, positive models and participation
11. to relate curriculum to real-life situations in the community
12. 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 to understand the school's purpose and program
3. to strengthen families in their Christian growth and their development of Christ-centered 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



## Parent-Student Handbook

### 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 member and apply through Society application forms. Society Memberships are applied for at a cost of \$50 per application.

The Board of Directors is made up of 6—8 elected society 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
- Promotions Committee
- Admissions Committee
- Strategic Planning Committee
- Building & Transportation Committee
- Health & Safety Committee
- Technology Committee

Personnel:

- Principal
- Teaching Staff
- Student Support Director
- Student Support Staff
- Business Administrator
- Casual Staff
- Bus Driver
- Custodian

## Administration

The administration of NCCS is designed to ensure that the stated philosophies are implemented, to ensure both that the parents/guardians' concerns regarding the education of their children are fully expressed and realized 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 School Board. The School Board, in turn, is accountable to QICSS. 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 staff.

*Teachers must:*

- a. be born-again Christians
- b. affirm the philosophy of NCCS and agree to support Christian education in the Christian school
- c. hold a valid British Columbia Teaching Certificate

## Curriculum

NCCS presently includes grades kindergarten—nine. Conforming to the B.C. Ministry of Education's standards, we use a Bible-based curriculum which instills 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 and from 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 attitude 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, organized 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 organizes 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



## Parent-Student Handbook

### PARENT PARTICIPATION

#### **Volunteer Incentives 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. Philosophically we are a “Parent-run school” and as such there is also 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 at NCCS will provide the office a postdated (May 30<sup>th</sup>) check in the amount of \$200 at the start of the school year in September. Families who contribute their hours by May 30<sup>th</sup> will receive their check back. Those who do not complete their hours will have their checks cashed.

A complete list of volunteer opportunities will be provided in the September Information Package, or at the Parent Orientation Meeting.

#### **Volunteer Policy**

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



# North Cariboo Christian School

## Parent-Student Handbook

### COMMUNICATIONS & APPEALS

#### **Parent Communications**

The principal sends out weekly updates, these are vital to the communication between school and home. Facebook is also frequently used for updates, emergencies and notifications of upcoming events

Classroom teachers may also send out weekly and monthly updates with the children in their classes. Students are provided with a day timer 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 understand what is required of the child that week.

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

The Board and its committees report to the society at its annual general meeting in the fall. The Board provides a society report package 14 days in advance to the annual general meeting for parents to read and consider. Families are requested to attend the annual general meeting held at the end of October each year.

#### **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.

#### **Parental Appeals Policy**

*Rationale:* The Board is elected from and by the Parent/Guardian body and is therefore accountable to them. It is important that the Board be kept informed of issues that are a concern to parents/guardians, staff and students. Generally, this should be done by the administration in their monthly reports to the Board. However, 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.

### *Policy*

1. A letter of request for a hearing by the Board must be given to the Board Chairperson or Vice Chairperson 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 or Chairperson, then the other one will present it before the Board. Either the Chairperson or the Vice Chair will then set up a hearing with the individual(s), Principal 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 will inform the individual(s) of the decision by phone AND letter.
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 “un-biased” hearing detailing the concerns.
7. The Chairperson or Vice Chair will set up the hearing with the individual(s) and two (2) other “un-biased”, mutually agreed upon individuals.
8. The Chairperson or Vice Chair will inform the Board in writing of the outcome or recommendations of the “un-biased” 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.

### **Communication Policy** (for school activities organized by anyone other than Principal/staff)

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

### *Policy:*

1. School activities that may be developed by those other than school staff must be formulated and submitted to the school Principal at least seven days in advance of the actual occurrence. The activity must be approved for suitability and convenience by the School 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 Handbook

### ADMISSIONS POLICY

North Cariboo Christian School welcomes students from all backgrounds and admit both regular and special membership families; however, families applying for admission should realize that, because of its roots in orthodox, evangelical Christianity, the school stands for certain standards, values and beliefs which will not be compromised. Therefore, NCCS may refuse admission to any student who has either demonstrated negative behavior and/or attitudes which are potentially detrimental to the goals of the school, or has a particular need which the school would not adequately be able to meet.

North Cariboo Christian School acknowledges Jesus Christ as Savior and Lord and accepts the Holy Bible as the rule of faith and practice. We place an emphasis on spiritual training. It is from God's Word that we derive our standards and teach all of our students. We believe that God has given the responsibility for educating children to parents, and that He permits the Christian School to exist within His will to act with parents in educating their children.

The following admission policies have been adopted to assure consistent standards of admission in agreement with the philosophy of the school.

1. At least one parent or guardian must be a born-again Christian, and be in agreement with our Statement of Faith, indicating this with a signature. A Special Membership application needs to be signed if there is a non- believing parent, he or she must be supportive of the philosophy, Statement of Faith, and standards of the school.
2. We seek to enroll students who are a part of a family who is open to the Christian faith, and demonstrates this by having a willingness to learn more about Jesus Christ. NCCS will accept a student if we believe we can provide suitable educational programs and resources that meet the specific needs of the student, whether these are academic, social, physical, psychological, or spiritual in nature. Acceptance of a student must not compromise this same commitment made to students already in the school.
3. Teachers are the authority in the classroom and represent the authority of the parent; therefore we expect a spirit of concern and respect between students, parents and staff. Parents are required to accept their children being subject to all programs and policies, and be supportive of the school's Christian basis.
4. NCCS is an interdenominational school and we believe that assembling together as believers according to Hebrew 10:25 is an essential element of a believer's Christian walk. We will be enthusiastically encouraging our new students and families to seek out a Bible based fellowship of their preference.
5. All submitted and completed admissions applications must be received at the school office and will start being processed on the first of the following month. An interview is then potentially scheduled for the following week 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 three weeks. 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.

6. It is required that prospective Kindergarten students be five years old by December 31<sup>st</sup> in the school year.
7. 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 Admissions Committee or 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.
8. Generally, families will be accepted in order of date of receipt of their application and registration fee. Also:
  - Students of school families have priority over students of prospective families on the waiting list.
  - When teachers and staff apply for admission of their child/children, they will be given the same priority as a school family.
  - Class size will be considered.
  - 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.
9. The Principal will receive information on the student's previous education, and contact any references listed to determine the student's specific needs. The Principal will place students at a suitable grade level and/or suitable program. The Principal may administer any tests deemed necessary to determine placement. The school has the authority to determine the grade placement of each student entering and re-entering.
10. If the School Board does not approve admission a family for entrance, the family may appeal to the Board.
11. The Board, upon recommendation of the Admissions Committee, may refuse to admit a student with severe disciplinary, psychological problems, or a child deemed to have special educational needs which the school is not equipped to meet.
12. Acceptance or rejection of applicants will be made with a phone call and by written notice.
13. The registration fee of \$100 will be refunded if the family is not accepted by the school. If the family, subsequent to acceptance, chooses not to attend, the registration fee is forfeited.
14. The school does not discriminate on the basis of race or sex.
15. Students age ten years and older at the time of application must express a desire to attend, or express a willingness to attend and comply with school policies.
16. Each new student enrolled in the school will be required to serve a probationary term of at least one month (30 days). At the end of the 30 schooldays, 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 fulfillment of the needs of our current students, the student will be required to leave the school at that time. 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.
17. All applicants are screened by the Admissions Committee and recommended to the Board for final approval or rejection. The Admissions Committee will screen both parents/guardians and students by performing reference checks and by asking pertinent questions to ensure that the applicants are compatible with the Christian environment of NCCS. Some reasons for refusal of admission may include the following:
  - a) Severe discipline problems of the prospective student.
  - b) Parents/guardians or students having hostility towards God, Christianity, or the Church.
  - c) NCCS has already filled the 20% CAP of Special Membership attending students in the school population.





# North Cariboo Christian School

## Parent-Student Handbook

### TUITION & STUDENT REGISTRATION

Registration for the new school year is held in March - 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.

#### Registration Fees

Each new family, when registering their child(ren) pays a registration fee of \$100. This amount will be refunded if the student is not accepted. This amount is in addition to the tuition fee and is non-refundable if the application is withdrawn by the family.

#### 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 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. Tuition 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. Fees are set so that all the children in a family can attend NCCS if there is a grade offered to them

#### Payment of Fees

Tuition fees are set by the Board according to the Tuition Schedule below. Payments can be made at the school office. If parents/guardians experience difficulty in meeting their commitment, they must communicate immediately to the office administrator or the Treasurer of the Board. Tuition includes; Free bus services; free extracurricular activities such as swimming, gymnastics, skiing, skating (grade dependent)

## Tuition Fee Schedule (updated April 2016)

<u>Students</u>	<u>Tuition Equation</u>	<u>Total Monthly</u>
1 in grades Kindergarten—gr. 9	\$3000	\$300
2 or more in grades Kindergarten—gr. 9	\$4000	\$400 (Cap)

The following must be kept in mind:

- a. It is the responsibility of all parents/guardians to pay promptly
- b. If parents/guardians experience any difficulties in meeting their commitment, they must communicate immediately with the Treasurer or Business Administrator.

Fees can be paid in three ways:

- a. Cash in advance (cash or cheque for the full year or ½ year at a time)
- b. Ten post-dated cheques (dated for the 1<sup>st</sup> of each month, September—June)
- c. On or before the 1<sup>st</sup> of each month, September—June. Payments may be made at the office or mailed in. If you opt to send payments with your child, please call the office to confirm it has been received.

## 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

All tuition fees are due and payable in full by June 30<sup>th</sup> of each school year. Failure to pay outstanding tuition will result in the School Board forwarding a letter denying re-enrollment for the following school year. If/when the delinquent tuition is paid after June 30<sup>th</sup>, the parent(s) will be required to meet with the Principal, Treasurer and Admissions Chair to discuss the re-enrollment requirements.

## 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 by February of each year based on the previous school year. Tuition is up to 100% tax deductible. This amount may vary from year to year.

# North Cariboo Christian School



## Parent-Student Handbook

### 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, interviews can be arranged at the specific request of the teacher or parents/guardians.

At North Cariboo Christian School, students in grades 4 - 7 must achieve an average of 60% in all subject areas throughout the school year in order to be promoted to the next grade level. Students who fail to meet this standard of achievement will be held back and required to repeat their grade in the following school year.

Students in grades 8 - 10 must achieve a yearly average of 60% in each subject area in order to pass onto the next year of the individual subject. Students who fail to meet this standard of achievement will be required to repeat the same level of the subject area in the following school year. The teacher will notify the parents/guardians when a student's promotion is in question no later than the second report card.

The reporting/grading system is a combination of letter grades and comments. In the primary grades (K—3), grading is as follows for achievement and effort:

G	Good
S	Satisfactory
N	Needs Improvement

In the intermediate and senior grades (4—10), effort marks are the same as for primary. Achievement grades are as follows:

A+	91—100 %
A	86—90 %
A-	81—85 %
B+	76—80 %
B	71—75 %
C+	66—70 %
D	60 % or less

#### Homework

Homework assignments given in grades K-3 generally involve studying for spelling tests and memorizing 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

To receive a Principal's Roll Certificate, students in grades 4—10 must have achieved an "A/86%" average and can not have a grade lower than a "C+/66%" in any subject area on their report cards.

### Honour Roll

To receive an Honour Roll Certificate, students in grades 4—10 must have achieved a "B+/76%" average and can not have a grade lower than a C+/66% in any subject area on their report cards.

### 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

Teachers will also choose students from their class to receive a "work ethic" award, for those students who have consistently shown a strong effort in all subject areas.

### Perfect Attendance Awards

Students who attend every school day will receive the perfect attendance award in June.

### Star Awards/ Chapel Awards

Each month classroom teachers select students to receive exemplary behaviour and 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 they receive a certificate, a medallion and have their names 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, jewelry, 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. Zacharias Community Service Award – acknowledges a student who is developing their understanding of what it means to be a Disciple of Christ.

# North Cariboo Christian School

## Parent-Student Handbook

### STUDENT CONDUCT & DRESS CODE

Students should dress appropriately for school and school sponsored functions, with emphasis on neatness, cleanliness and modesty. 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 mean having the minimum of rules.

1. Hair must be clean and appropriately styled.
2. Clothes must fit properly, be in good repair and be modest (no bare midriffs, spaghetti straps, exposed underwear, 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 offensive clothing (or lack of clothing), the student's parents will be requested 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. Jewelry 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 appropriately.
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 offensive, the Principal's discretion shall constitute the final decision.

We depend upon the parent to supervise fully 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 be discouraged.
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 snowball, stones, etc. on school premises.
7. Students must wear helmets when skateboarding.
8. Gum chewing allowed through the Student Support Director only.
9. Total abstinence from tobacco, 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 in any form is prohibited on campus or at a School activity for reason of health and safety.
  - **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 and/or deliberate or careless damage to property.
11. Students are allowed to bring radios, tape players, Gameboys, etc. to school according to policy and procedure 603 Bus Electronics.
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 behavioral 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 his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon on the campus or at a School activity is a serious offense.

# North Cariboo Christian School



## Parent-Student Handbook

### 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 Handbook

### 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.

#### *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 offense, the student's age and understanding, and the student's past behaviour. They are responsible to keep accurate records of serious or repeated offenses.
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 Parent Helper Discipline Policy.
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 behavior, 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. This Policy applies at school, at all official school functions, and during transit to and from such functions. It applies to any behavior 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.
  8. Methods of discipline shall include those positive elements which encourage good behaviour and reduce the occurrence of bad behaviour.
  9. 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:
    - a) Minor offenses, such as horseplay, talking out of turn, disturbing others, homework not done, meddling with or accidentally damaging property, failure to fulfill a punishment, etc. warrant one or more of the following penalties:
      - i. verbal reprimand
      - ii. writing assignments (essays, lines, spelling or vocabulary)
      - iii. isolation from the rest of the class (back of class, out of class)
      - iv. detention (recess, noon hour, after school)
      - v. restitution (payment for or restoration of damaged property)
      - vi. in-house suspension (isolation for entire day including recesses)
      - vii. community service (sweep walks, shovel snow, clean library)
      - viii. a note and/or phone call to parents/guardians
    - b) Serious Offenses 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 Offenses, etc. will result in a note and/or phone call to parents/guardians AND one or more of the following penalties:
      - i. any of the penalties for minor offenses but with greater severity
      - ii. a meeting with the Principal
      - iii. a meeting with the Principal, Parents/guardians and others as is appropriate
      - iv. Develop a behavior plan in collaboration with the Student Support Director, if determined it is appropriate to develop a Behavior Plan.
      - v. probation
      - vi. suspension
      - vii. expulsion
  10. A written record shall be kept of all serious offenses, with a description of the offense and the penalty given.
  11. 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.

12. 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
13. 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 jeopardize the continued enrollment of any siblings; however, lack of parental support for the Discipline Policy may.
14. 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 offense 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 8-10 are expected to follow the above playground rules while on school property. However, 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. 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 Handbook

### 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)**

- A. 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).
- B. 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.
- C. 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 Handbook

### 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 transportation is required to a nearby clinic, the student shall be sent by ambulance or car if parent or administration approves. In all cases, parents/guardians will be informed of the visit to the school's first aid room or hospital by phone or written note. A journal of all visits is maintained in the office. Staff members have Emergency First Aid certificates, and one staff member each year is appointed to be the First Aid Attendant. The Accident and Emergency Policy is posted in the first aid room.

#### **Immunization**

It is strongly advised that children complete the recommended immunization during their Kindergarten year. Grade 6 students are to receive the Hepatitis B immunization series. Grade 9 students are to receive tetanus and meningitis. Consent forms are sent home for signatures.

#### **Medications**

Students will not be given medication (ie. pain killers) unless prior arrangements are made by parents/guardians and medication is sent to the office. Parents/guardians whose children require other medications (for example, allergy medication) should send it with a notice of permission to the school office, to be stored in the first aid cabinet and administered by staff only.

# North Cariboo Christian School



## Parent-Student Handbook

### COLD WEATHER & SCHOOL CLOSURE

#### Cold Weather Policy

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  $-15$  degrees C, 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  $-15$  degrees C 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. Students are expected to come to school with appropriate clothing for the weather. 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.

Emergency closure of the school, while infrequent, causes considerable disruption to parents/guardians, staff and school. The Principal/Administrator will inform the radio of the school closure and ask that it be announced as a public service message.

#### Extreme Weather School Closure Policy

##### Rational

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.

##### Policy

In the event of extreme weather conditions and/or travel advisory as broadcasted on the local radio station, the Principal may determine North Cariboo Christian School to be closed. In the event of a school closure, the Principal shall start the staff phone chain to notify parents of the closure and he/she will make certain that a staff member attends school to ensure the safety of any children who may arrive for instruction. The Principal and/or Administrator shall inform the local radio station of the school closure for further communication.

**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 Handbook

### SCHOOL & WEEKLY SCHEDULE

#### School Day Schedule

8:15	morning supervision begins
8:25	morning bell
8:30	school begins
10:15—10:30	recess
12:00—12:45	lunch break
2:30	school dismissed
2:45	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, 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 School wide chapel
Friday	The Lord's Prayer/ O Canada / School Announcements

#### Library

Each class has one regularly scheduled library period per week. 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. DVD and CDs are available for one-week loans.

#### 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 a discourtesy 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 Handbook

### LIBRARY POLICY

Reading is the foundation for all the 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. The Education Committee shall endeavor to stock the shelves with high quality literature and numerous titles which clearly support Christian values.
2. Books/videos which are essentially neutral in moral impact or which make individual references to un-Christian activities will be evaluated on their own merit.
3. Books/videos with explicit or detailed descriptions of ungodly practices will not be allowed in the Library regardless of the moral stance of the author.
4. Books/videos 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.
5. Books/videos 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).
6. The Library contains books/videos 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/videos/tapes will all be labeled 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'.
7. If a library book/video 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/video/tape still has not been returned or has been returned damaged, parents will be responsible to pay for the book/video/tape or replace it at current value.
8. Parents are encouraged to be aware of the books/videos their children are reading/watching/listening to. If they have any problem with a book/video they should bring it to the teacher's attention.

# North Cariboo Christian School



## Parent-Student Handbook

### 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, place 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

Students in grades one through seven participate in Red Cross swimming lessons each fall as well as participating in skating at the civic arenas. The Intermediate grades receive ski lessons at Troll Resort for three days each winter while the Primary students take Cross Country ski lessons at Hallis Lake. During the spring session all 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.

##### *Policy*

1. All students are required to take instruction in physical education unless a doctor's certificate 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 for all grades (30 minutes a day for K-7 and 150 minutes a week for 8-10).



## **Senior Student Electives**

Students in grades eight and nine will not be expected to participate in the same music and PE programs as the elementary students. In substitution, they will receive instruction in a variety of “high-school electives”. Alternative 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, Art, Music, PE, Drama, and Woodworking. French and HACE (Health and Career Education) are mandatory subjects for all students in grades eight and nine.

## **Fine Arts Programs**

Students in grades one through nine participate in music/Art & Drama classes each week. Classroom teachers instruct 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.

## **School Supplies**

Parents/guardians are required to pay a minimal fee to the school for grades k-5 and their school supplies will be provided, grades 6-9 will receive a list of class supplies for the grade(s) their children attend before the beginning of a new school year. Please label everything with your child’s name.

## **Lost and Found**

Found articles are put into the box in the entrance foyer. 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.

## **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 carry or use electronic devices on the school grounds. 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 by the office. NCCS has chosen to not provide WI FI wireless internet access due to potential health concerns.

## 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 Behaviors 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.

A bus schedule will be issued to each family prior to school starting in September of each year.

## School Visitors

All visitors are required to report to the school office prior to going to see students or classrooms in the school. The office will record 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 students enjoy a safe school environment at all times.

## 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 organizing 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:

Phone: (250) 747-4417  
 Fax: (250) 747-4410  
 Website: [www.nccschool.ca](http://www.nccschool.ca)

Mailing Address: 2876 Red Bluff Road  
 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***