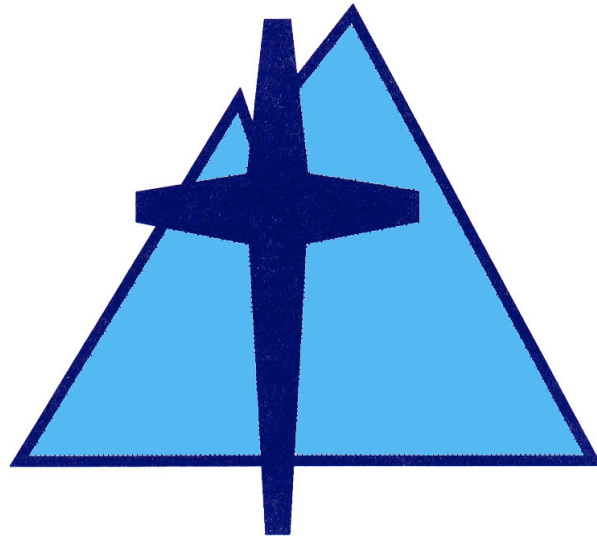




# Bulkley Valley Christian School

Parent/Student Handbook

2011/2012



P.O. Box 3635  
3575 14<sup>th</sup> Avenue  
Smithers, BC  
V0J 2N0

Telephone: (250) 847 - 4238  
Fax: (250) 847 - 3564

**In joyful obedience to Christ, the Bulkley Valley Christian School community strives to provide a comprehensive program of quality instruction that is shaped by a Reformed understanding of the Scriptures.**

**We recognize our need to personally know God in Christ through his Spirit and Word. It is out of this relationship that we encourage and teach our students to develop a view of life and creation that is centered in God.**

**Students are led to appreciate, understand, and evaluate the world so that, as they grow in faith and knowledge, they will take up the challenge to bring the healing power of Christ to all areas of life.**

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## **Welcome to Bulkley Valley Christian School**

**As we stand at the beginning of another year of learning we want to extend a welcome to all our students, new as well as returning. This is an exciting year, as it is the beginning of a new phase in the life of Bulkley Valley Christian School. For the first time we will have all our grades, from pre-school to grade twelve, under one roof. This creates many new opportunities for our students, but there will likely be unexpected challenges as well.**

**It is our hope that this student handbook will provide answers to the many questions you may have. We are also aware that it is likely that there will not be an answer for every possible situation; it will be a work in progress. I trust that, as a student body, we will be able to come together as a learning community, working together with teachers and parents as we continue to grow as disciples of our Lord and Saviour.**

**Have a God-filled year.**

**Klaas Kort**

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### Teaching Staff

Boone, Mr. Jonathan	Bible 10, 11; Social Studies 10, 11, BCFN 12, Law 12, Family Studies 12
Boyes, Mr. Shawn	Science 7/8, Math 7, Digital Media 11, Info Tech 7, 8, 9, 11, Social Studies 7/8
Buikema, Mr. John	Academic Counselor, Development Director, Administration, Humanities 7, 8
de Boer, Mrs. Jennifer	Bible 7/8, 8/9; Math 8, 9; Apprenticeship Math 11; English 7/8, 8/9; Communications 11/12
Dykstra, Ms. Roxanne	Band 7-9; Band 10-12; Choir 7-9; Choir 10-12, Elementary Music
Groot, Mrs. Debbie	Rover, K-6
Johnson, Miss. Myrna	Kindergarten
Kort, Mr. Klaas	Principal; Woodworking 7-9; Social Studies 8/9
LaFountain, Mrs. Christa	Grade 1
McEwen, Mrs. Winette	Grades 2, 3
Monn, Mrs. Julie	French 7 - 11, Foods 7 – 11; Yearbook 11/12
Nanninga, Mrs. Elaine	Special Education Coordinator
Rhebergen, Mr. Peter	Grades 5, 6
Steenhof, Mr. Chris	English 10, 11, 12; Bible 12; DL Principal,
Stolte, Mr. Tom	Grades 4, 5
VanderHoek, Mr. Hugo	Vice Principal; Art 7 – 11; Woodworking 7-9; Comparative Civilizations 12; Planning 10
VanDriel, Mr. Ron	Phys Ed. 7 - 12; Athletic Director; Apprenticeship Math 10
Vis, Mr. John	Math 10, 11; Chemistry 11, 12; Biology 12; Science 8/9, 10
Visser, Miss. Carolyn	Preschool

### Support Staff

Barendregt, Kathy	Bus Driver
Bergen, Mrs. Bonnie	Educational Assistant
deJong, Ms. Meghan	Educational Assistant
Dykstra, Mrs. Jackie	Custodian
Ewald, Mrs. Brenda	Educational Assistant
Franken, Mrs. Sandi	Librarian
Horlings, Mrs. Nancy	Educational Assistant
Jones, Mrs. Linda	Educational Assistant
Kort, Mrs. Trish	Educational Assistant
Lester, Mrs. Jacquie	Educational Assistant
Lokorimo, Foziea	Custodian
Mager, Mrs. Teresa	Educational Assistant
Mann, Angelina	Custodian
Stolte, Mrs. Stacey	Educational Assistant
Swanson, Mrs. Terri-Lynn	Educational Assistant
Numan, Mrs. Wilma	Administrative Assistant
Penner, Mrs. Eunice	Librarian
Posthuma, Mrs. Glenda	Business Administrator
Ripmeester, Mrs. Sylvia	Educational Assistant
Teeng, Alok	Custodian
Timmer, Mr. Gary	Maintenance
Vanweerthuisen, Mrs. Kathrine	Receptionist
Visser, Miss. Carolyn	Educational Assistant

## **Information for all students and parents**

### General Guidelines

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. Our public conduct must be consistent with our basic concept of life. We profess to love God above all and our neighbor as ourselves. That love must be reflected in our actions and attitudes toward each other and toward our work.

Students in a Christian school behave in a Christ-like manner, following Biblical principles as guidelines: "If we live by the Spirit, let us also walk by the Spirit." The basic guideline is positive: love God with all your heart, mind, soul, and strength, and your neighbor as yourself.

Be courteous to all students, teachers, and visitors to the school. Courtesy is Christian love in practical relations with people.

Be respectful. This is the divine standard for all your relationships. Persons who have authority over you need to be respected and listened to.

Be honest. Don't cheat or steal. Value honesty and integrity in your academic work. Take care of the school. We have a beautiful facility and an obligation to take care of it.

The school's board of governors has developed policies regarding problematic conduct which outline disciplinary consequences. A copy of the school's policies regarding disciplinary measures is available in the office.

### Bullying

Bullying is a serious offense. If a student's conduct is deemed to be of a bullying nature, the parents/guardians of the student(s) will immediately be notified and called in for a conference. An in-school or out-of-school suspension will be part of the consequences. A copy of the complete anti-bullying policy of BVCS is available at the office.

### Behavior--Expectations

Students are expected to positively reflect the school's values in their behaviour, both at school and at school-related functions. Behaviour contrary to the school values or detrimental to the school may be cause for discipline.

### Discipline- General Principles

The intent of discipline is not to punish or to exercise control, but to instruct. The school aims to instill in students a sense of responsible, joyful obedience, and service that enables them to serve God and humankind, as God intends it for them.

Students help their own education when they follow organizational expectations and procedures in the school. This means that being prepared for class, being on time, organizing materials, dressing appropriately for the activity, treating other people well, etc., are not just school rules. They are principles for success. Development of positive, cooperative work habits builds up a good work ethic and good character.

Students own the consequences of their own choices in this regard. When they make poor choices they need to take the natural consequences that follow and accept them as learning opportunities.

The discipline procedures for K-6 and 7-12 are explained in more detail in the respective sections of this handbook.

### Attendance

Students must attend all their scheduled classes. If for any reason a student will be absent or late, the student's parent or guardian must contact the school prior to the absence either by means of a phone call or a note.

Any student arriving late or leaving early must report to the school office before going to class or leaving the school grounds. A student's absence is recorded as either *excused* or *unexcused*. An excused absence is one for a medical or compassionate reason; any other absences must be considered unexcused for Ministry funding purposes.

**Testing and Placement of New Students at BVCS**

All students entering the school at a grade level other than kindergarten will be tested to determine readiness for the grade level requested. If the child scores below the level required for the requested grade, the special education coordinator and the principal will discuss with the parents which options might be most suitable for the child's needs and progress. The final decision regarding grade placement lies with the administration.

**Buses and Busing**

Students using the BVCS busing system will be dropped off and picked up at the designated pick-up area in front of the school. Students are required to walk along the designated pathway to and from the bus stop.

Students using the District 54 busing system will be dropped off and picked up along Fulton Avenue. Students are required to walk along the designated pathway to and from the bus stop.

**Parking Lot Rules**

The staff and visitor parking area is located in front of the school building. The student parking area is located on the west side of the school, near Fulton Avenue. To avoid congestion and for student safety, the parking lot is not meant to be used as a pick-up and drop off area. Parents are asked to drop off and pick up their children on the sidewalk in front of the school. Students will then make their way into the building using the designated walkway.

**School Calendar** – *Please check the website for most current schedule*

<b>Date</b>	
Aug. 29 – Sept. 2	Staff preparation days

<b>September</b>	
6	First day of school (K-12) 11:15 dismissal
7	Preschool First Day
13	School BBQ
15	Individual Photo Day *
17	Course change deadline
22	Early dismissal (1:50)
23	No public buses

<b>October</b>	
3	Fall Society Meeting
6-7	Professional Development Days
10	Thanksgiving Day (no classes K-12)
14	End of Term 1 Semester courses (7-12)
21	Professional Development Day (no classes K-12)
26	Linear courses - midterm report (7-12) First semester courses - first report card (7-12)
27	Evening parent teacher conferences (K-12) (1:50 dismissal)
28	Daytime parent teacher conferences (K-12)

<b>November</b>	
11	Remembrance Day (no classes K-12)
24	Early dismissal (1:50)
25	No public school buses

<b>December</b>	
2	End of Term 1 Linear courses (7-12) End of Term 2 Semester courses (7-12)
9	First term report cards issued (K-6) Linear courses - first report card (7-12) First semester courses - second report card (7-12)
16	Last day before Christmas break (K-12)

<b>January</b>	
3	First day of classes 2011 (K-12)
19	Early dismissal (1:50)
25-27	Exams 10 - 12
30	Start of second semester

<b>February</b>	
2	First semester courses - final report cards (7-12) Evening parent-teacher conferences (K-12)
3	Daytime parent-teacher conferences (No classes K-12) Ski Day (7-12)*
10	Professional Development Day (no classes K-12)
16	Early dismissal (1:50)
25	Kindergarten Registration Day

<b>March</b>	
8	Early dismissal (1:50)
9	End of Term 2 Linear courses (7-12) End of Term 1 Semester courses (7-12)
16	Second term report cards issued (K-6) Linear courses – second report card (7-12) Second semester courses – first report card (7-12) Last day of classes before Spring Break

<b>April</b>	
2	First day of classes after Spring Break
6	Good Friday –no school
9	Easter Monday – no school
12	Evening parent-teacher conferences (10-12)
20	Northern CTABC Professional Development Day (no classes K-12)

<b>May</b>	
1	Preschool Registration Day
4	End of Term 2 Semester courses (7-12)
11	Second Semester courses – second report card (7-12) Kindergarten Visiting Day
14	Spring Society Meeting
18	No Public Buses
21	Victoria Day (no classes K-12)
24	Class photos *

<b>June</b>	
18	Last day of classes (7-12). Awards ceremony & Elks Park
19-28	Exams (9-12)
22	Last day of classes (K-6)
28	Grade 12 graduation*

\* Tentative

### Semester and term dates

Elementary (174)	Secondary Linear (167)	Secondary Semester 1 (84)	Secondary Semester 2 (85)
Term 1 Sep 6 – Dec 2 (57)	Term 1 Sep 6 – Dec 2 (57)	Term 1 Sep 6 – Oct 14 (26)	
		Term 2 Oct 17 – Dec 2 (31)	
Term 2 Dec 5 – Mar 9 (56)	Term 2 Dec 5 – Mar 9 (54)	Term 3 Nov 28 – Jan 24 (27)	
			Term 1 Jan 30 – Mar 9 (28)
Term 3 Mar 12 – Jun 22 (61)	Term 3 Mar 12 – Jun 18 (56)		Term 2 Mar 12 – May 4 (27)
			Term 3 May 7 – Jun 18 (30)

### Entrance To Building

Students of grades 7 -12 may enter and leave the school building through the main foyer or the west entry door during school hours of 8:00 a.m. - 3:30 p.m. They may use the student foyer during recess and lunch breaks. The students of grades 7 – 9 may remain in their classrooms in the modular building only if a teacher is present. Unless participating in a supervised activity, all students should leave the school by 3:30 p.m.

Students of grades K – 6 will normally be outside before school and during breaks. They will enter and leave the building through the entrance by the sports field. Students may be asked to line up and wait for their teacher to let them in. When arriving late, students must use the main entrance and report to the office before going to class.

### Rental Policy

Gym rental or the use of other school facilities is arranged through the rental person named in the School Telephone Directory.

### School Photos

Individual and class photos are taken annually. The photographer usually offers a family plan and the class photos are free.

### Volunteer Drivers

Because of child safety restraint laws the school cannot use volunteer drivers for students, except for those in grades 5 - 12. Parents who volunteer to drive students on field trips must have a driver's abstract on file with the school. They must also have a minimum \$2,000,000 liability insurance. A driver's abstract can be picked up at the Access Centre.

### School Closure

Should school closure be necessary due to inclement weather or an emergency, the message will be communicated by 7:00 a.m. through the local radio station (870 AM or 106.5 FM)

### Hot Lunches

A hot lunch is available to the students several times during the course of the school year. These are offered at a reasonable price, and the profits are for a designated cause.

### Dress code

Neatness and modesty are expected in students' appearance. Our clothing functions as a means by which we give positive expression of our Christian lifestyle. The following are examples of what would be considered inappropriate dress: Clothing with inappropriate advertising or slogans; excessively baggy clothing, tattered edges, tank tops and spaghetti straps. Hats and coats are not normally worn in class. If a student comes to school wearing inappropriate clothing, he or she will be asked to change or may be sent home to change.

### Administration of Medication to Students

The school is only able to administer prescribed and over the counter medication after the appropriate forms have been completed by the office.

### Learner Support/Special Education Program

The school employs a Special Education coordinator. The coordinator is assisted by a number of educational assistants and specialized educational assistants. Together they operate the school's learning assistance and special education programs.

The Learner Support Program is for students who need assistance with their learning. Student needs are determined in cooperation with the teacher and the parents.

The Special Education Program is for special needs students. The special education coordinator will develop an IEP (Individual Education Plan) for such a student in cooperation with the teacher(s) and the parents. This IEP will be reviewed on a regular basis.

### Newsletters/Bulletins

BVCS publishes regular bulletins as well as a monthly newsletter, *The Grapevine*, which are intended to keep everyone informed about on going activities and future events. These are normally sent home with the oldest child in the school, or will be e-mailed to you. All publications can also be viewed on the school's website at [www.bvcs.ca](http://www.bvcs.ca). Some teachers send home a weekly class newsletter giving information about classroom activities and themes of study.

### Library

The school library is a resource center for students as well as a source of leisure reading material and Internet access. It contains a wide selection of books, periodicals and pamphlets, as well as a collection of audio books, video tapes, DVDs and music CDs.

A book search may be conducted at any computer using the Destiny web-based library data program. This program provides a full description, call number and availability status. It can also be done on-line at [www.bvcs.ca](http://www.bvcs.ca)

Most material, including periodicals, may be borrowed. The normal lending period is 2 weeks, but if the material is needed for a class project or paper, a longer borrowing time can be arranged through the librarian.

Material not returned by the due date is subject to a 10-cent fine per school day. Materials lost or damaged must be paid for, and until the charge is paid, the student will not be permitted further borrowing. Students with overdue books will also be prohibited from further borrowing until the books are returned and the overdue fines are paid. In January and June, all library accounts must be settled before students may write exams.

Some material in the library is for reference use only, including all encyclopedias. Reference books are identified by the red dot on the spine label. These are to be used in the library only and are not to be removed.

Music CDs may also be borrowed; ask the librarian. Students may borrow videotapes with the course teacher's consent. Copying CDs for personal use is a violation of copyright laws.

After using library material, it should be returned to its proper place. Please do not remove material from the library without first checking it out at the Circulation Desk. School Board policy states that any student found to have books in his/her possession (including in his/her locker) which have not been properly signed out will be charged a penalty of \$3.00 per book.

#### Report And Management Of Child Abuse

The Christian School Society of Smithers and Telkwa follows government policy and protocol with respect to the reporting and management of child abuse. *A copy of the entire school policy statement is available at the school office. The following is a summary.*

This checklist outlines the steps to be taken for reporting and management of child abuse:

- a. If a school employee suspects a child is in need of protection s/he will consult with the principal and, where the alleged offender is anyone other than a parent or guardian, the parents or guardians of the child,
- b. The school does not investigate the matter,
- d. The complainant, school, or parents or guardians will immediately report the matter to the Ministry of Children and Family Development.
- e. Except as indicated above, the school will not contact the parents or guardians of the child or the alleged offender until after the social worker has completed the investigation of the matter.
- f. The school will cooperate with the authorities in any investigation of child abuse.
- h. Where the alleged offender is a school employee, the school will advise the Board of the circumstances. The Board shall determine an immediate and appropriate course of action.

It is expected that teachers, principals and other school personnel will provide all relevant information to the investigating social worker when reporting a matter. Aside from this, all information obtained by educators or other school personnel about child abuse and neglect cases is confidential.

#### Conflict Resolution Statement

Upon occasion, situations may arise when a parent may need to discuss concerns about the education of their children as to what is taught, how it is taught, why it is taught and what is happening in the classroom and at school.

- The first step in this process is meeting and discussing the situation with the teacher
- If concerns are not resolved at this level, the second step is speaking to the principal.
- The third step is either talking to the board or education committee chairperson, depending on the issue. The principal can help direct parents to the proper person to deal with the issue. A formal appeal can be made to the board for certain issues.

Matthew 18:15 provides a pattern for dealing with conflicts.

*Parents are reminded and encouraged that issues or concerns should be dealt with as soon as the matter arises.* In this way, concerns may be addressed and solutions found so that the well being of the entire school community may be maintained.

## **Information for students attending grades K – 6**

### **General School Information:**

While we do not favour an exhaustive listing of rules and regulations, the following are general rules which will consistently be enforced:

- There is to be no throwing of snowballs before or after school, during recess, or at lunchtime. The only time it may happen is when students are under direct teacher supervision.
- Students may only be in the gym when supervised by a staff member.
- Students may play in designated areas only.
- Students use only their assigned doors to enter and exit the building.
- Students must have indoor-only shoes.
- Students are allowed in other classrooms besides their own, but must have teacher permission.
- Students may only use the telephone with permission from the teacher. Legitimate reasons for telephone use are things such as forgotten lunches or sickness. Organizing parties or overnight visits does not qualify.
- The use of electronic devices such as mp3 players, ipods, remote control cars or cell phones is not permitted. If a student requests to bring such an item for show and tell, special permission may be granted, but the item should be kept in the classroom for the day and taken home that same evening.

### **Leaving School Property**

In order for children to be excused from school property, they must bring a signed note from home. The teacher still has the final say whether or not the child may leave. If he or she has an assignment to complete, permission will likely be denied.

### **Parent Visits/Volunteers**

Parents are welcome to visit their children's classrooms at any time. However, it is a good idea to arrange a visit beforehand with the teacher. Parents are asked not to bring younger siblings, since that can be disruptive to the classroom atmosphere. Parents are also encouraged to volunteer their help for classroom activities. Teachers are happy to have an extra pair of hands around, especially for special activities. There is opportunity to sign up as a volunteer at the beginning of the year.

### **Report Cards/Parent Teacher Conferences**

There are three reporting periods for which a report card is issued. The first report card goes out in late November, the second one prior to Spring Break, and the final one at the end of June. If parents have a concern, they are invited to speak to the teacher at anytime by phone or by requesting a visit.

Parent/Teacher Conferences are scheduled two times per year. Every parent is given a specific meeting time to discuss personal and academic progress with the teachers.

### **Assemblies**

Weekly assemblies are held on a designated time for K-3 and 4-6. K - 6 assemblies happen approximately 6 times per year to celebrate special days, such as Remembrance Day or Thanksgiving. These assemblies are usually announced in advance via the school newsletter.

### **Supplies**

The students receive most of their school supplies from the school. The last bulletin in June and the August Grapevine (school newsletter) contain a list of the supplies, for which the students are responsible. All students in Grade 3 are given a Bible by the school that they will use until the end

of their Grade 6 school year.

If a student loses or causes damage to a school item such as a textbook or a library book, an appropriate fee will be charged depending on the age and condition the item was in. Students are also responsible to pay overdue fees for library books.

### Cold Weather/Rainy Day

If it is excessively cold or rainy, students are permitted to enter the school before the opening bell rings, or they might have a shortened noon hour. This decision will be made by the administration.

### Homework

Homework in the elementary school will be an extension of class assignments. K-3 students should be able to finish all assignments in class. Spelling lists and memory work may be reviewed at home.

In grades 4-6, math assignments may have to be finished at home on a regular basis. Students should also be encouraged to do memory work, review spelling lists, study for tests, and enjoy some leisure reading time. For the Grade 4-6 students all homework is recorded in the students' agendas. These go home daily and should be checked by parents on a regular basis.

The teacher considers the following points when assigning extended class work as homework:

- Homework will be carefully planned and designed; it is not busy work or a punishment.
- Homework will be discussed before and after assigning.
- Homework will be evaluated or marked.

Parents are encouraged to work *with* the child on assignments or projects. Please refer to the school's format code when helping your child with homework.

### Discipline Policy

Our goal is to instill in students a sense of responsible, joyful obedience, enabling them to join with us in serving God and humankind. By modeling, encouraging, and insisting on appropriate behavior and proper acknowledgment when sin prevails, we teach children the importance and joy of making good choices and sincere amends.

### Handling Disciplinary Matters:

Minor Matters: Persistent misbehavior, or misdeeds of considerable consequence, should be documented and kept on file by the homeroom teacher. In some instances, parents and administration may be notified, but the particulars are handled by the teacher. Major

Matters: Major infractions *require* the involvement of administration. The following are examples of major infractions:

- open opposition to authority; willful disobedience and flagrant disrespect
- habitual neglect of duty
- habitual use of improper or profane language or gestures
- fighting or any physical abuse
- verbal abuse of other students; severe put-downs; bullying
- willful and significant destruction of property
- theft of a serious nature
- persistent lying
- conduct considered injurious to the moral tone or well-being of the school

### Procedures:

- The primary responsibility rests with administration.
- Homeroom teachers should be notified. They may be involved.
- Such infractions will result in some measure of in-school suspension.

- The principal may give an out of school suspension.
- The Board (Education Committee) may also become involved.
  - In all instances, parents will be notified, by the principal or the homeroom teacher.

### **Information About Curriculum:**

#### Format Code

The students in grades K-6 will use the following format for their assignments:

1. Use page headings showing the following, from left to right:
2. DATE Title and/or Textbook Page No. or Reference NAME
3. Leave margins for numbering and dates.
4. Use both sides of pages in exercise books.
5. Use only blue or black pen for your work when pens are used.
6. Use complete sentences for answering questions when instructed to do so.
7. Correct mistakes as follows;
  - mistakes in ink: draw a line through mistake with a single line and write corrections immediately following the lined-through error, or if room allows, immediately above lined-through error.
  - Mistakes in pencil: erase completely and rewrite.
8. Use cursive writing for assignments other than labeling maps and diagrams.
9. Fasten all paper and handouts directly into duo tangs (report covers) or binders.
10. Keep exercise books free from drawing and doodling. That includes the covers.
11. At the intermediate level the date should be shown with year/month/date (2010.09.12)

#### Handwriting Policy

Starting in grade 4, students will be expected to do their assignments in cursive writing. In the previous grades students will receive instruction in penmanship to prepare them for this.

#### Memory Work Policy

Memory work is a regular part of the Bible program at BVCS. It generally follows the passages recommended in our Bible series, *Walking With God and his People* and *The Story of God's People*, published by Christian Schools International.

#### Music/Band

A trained music teacher teaches music to all students in grades K - 6. Students in Grades 4 and 5 will be required to purchase a recorder and recorder music book from the school. These will be sold at the beginning of the school year. The band program begins in Grade 6. Most students will be responsible for the rental or purchase of their own instrument. The school can provide some of the larger or more expensive instruments such as percussion instruments. The selection of instruments occurs at the conclusion of the grade 5 school year. This makes it possible for families to search for the required instrument during the summer. The music teacher may also organize an optional school choir for students in grades 4 – 6.

#### French

All Grade 4-6 students receive French instruction for 90 minutes per week. Only a student who is on an IEP (Individual Education Plan) or who has special permission may be excused from French class, after discussion has occurred between home and school and the French teacher.

### Physical Education

All students have at least three PE periods per week. In addition, there is a swimming unit in place for the grade 5 students. All students will also have the opportunity to participate in a skating program at the arena. If possible, some of the grades will complete a gymnastics unit at the local gymnastics club.

### Audio-Visual Use Guidelines

Our teachers are encouraged to use Audio-Visual materials to support what is taught in their courses. If this material promotes something we disagree with (i.e. evolution in a science video), it may still be used, but the area of disagreement will be addressed with the students.

### Computers

Each classroom has a computer, for teacher use. A teacher may allow students to use these units as well. Students have access to the computer lab where they are taught basic computer skills. Computers are also used for learner support, enrichment activities, research, and word processing. The students can access the library catalogue and the internet on any computer in the school. All computers are networked and access privileges are carefully defined and monitored.

### Family Life/Child Abuse Program

All teachers are expected to teach, on an annual basis, the Family Life/Child Abuse Program as laid out in the curriculum. Before the unit is taught, a letter is sent home to the parents saying when it will be taught, what topics will be covered and what vocabulary will be used. This letter should go home approximately a week prior to the start of the unit.

### Extra Curricular Activities

The school has a noon hour intramural program for Grades 4-6. Every second year, the school prepares a major production, such as a play or a musical. Most of the practices for this production occur during class time, recess, or noon hour. Students also have an opportunity to participate in a variety of sports activities, i.e. volleyball, basketball, cross-country running.

### Promotion/Retention

Students who do not complete the grade level program requirements may be required to repeat a year. Parents will be notified of this well in advance. Students who are on a modified program may be placed in the next grade level without promotion. The school will also recommend social promotion if it feels that repeating would not be beneficial to a particular student. All these decisions are made in conjunction with the parents.

## **Information for Students Attending Grades 7 - 12**

### Attendance

Any absence not properly reported is treated as a skip. Missed work receives a zero, and the Skips Policy will apply. An unexcused late will generally result in lunch hour study hall. Following a student's absence an appropriate amount of time to catch up will be allocated. It is the student's responsibility to determine what was missed and what must be done to make it up.

### Leaving School Grounds

Students may not leave the school grounds during regular class time or at any time during the school day. In situations of special circumstances they must report to the office to obtain permission to leave.

Students in grades 10 - 12 have the privilege to leave the school grounds during break times. They must sign in and out to account for their whereabouts. This privilege may be revoked if a student's conduct or academic concerns necessitate it.

Special arrangements can be made for students in grades 11 & 12 to leave during a study block.

Missing a class, study hall, school event, or a day without proper justification and notification is considered a skip. The school's Skip Policy prescribes the appropriate disciplinary consequences.

#### Electronic devices

Acceptable use of iPods, cell phones, laptops, etc is spelled out in the Acceptable Use Policy that students agree to at the beginning of the school year.

#### Substance abuse policy

Smoking on or near school property, or substance abuse while at school or at a school-sponsored activity may result in a suspension. Cigarettes, etc. will be confiscated. The details of the Education Committee's Substance abuse policy are available at the office.

#### Discipline procedures

Our goal is to reflect the values BVCS stands for. While at school or at school-related functions, students are expected to reflect the school's values in their behaviour. Behaviour detrimental to the school at other times may be cause for discipline as well. The details of the Education Committee's Discipline policy are available at the office.

Discipline will generally follow the following steps:

1. Verbal correction and/or routine appropriate consequences;
2. Conference with the teacher;
3. Punishment such as isolation, extra work, detention, and/or loss of privileges;
4. Parent/teacher conference either in person or by phone;
5. For a repeated offence or one that is a flagrant breach of the teacher's/school's authority:
  - 5.1. The student will be sent to the office. The teacher will record the offence on a discipline notice and the student will remain under office supervision until the matter has been resolved.
  - 5.2. This would include a conference with the parents, the student, and administration.
  - 5.3. An after-school detention may be part of the measures taken to resolve the situation.
6. In-school suspension.

Occasionally, for serious infractions, a student may be assigned an in-school suspension. He/she is disciplined through isolation from the regular class and noon hour atmosphere. During this time the student must keep up with all class assignments. The student's name will be referred to the Education Committee.
7. Out-of-school suspension  
An out-of-school suspension may be given instead of an in-school suspension. This step is necessary for discipline where other measures have been unsuccessful. Missed assignments receive a zero; tests must be made up the first day back. A report on the suspension is made to the Education Committee and the Board.
8. Expulsion  
This disciplinary step is a recommendation to the Board for the permanent expulsion of the student from school. The decision making process will involve an interview of the student by the school board. The step of expulsion is not taken lightly, but is a necessary option in cases of persistent and repeated offences that normal discipline procedures have been unable to correct.

Notes:

Smoking on or near school property, substance abuse, or not accepting discipline while at school or at a school-sponsored activity may result in a suspension. Cigarettes etc. will be confiscated. A complete copy of the school's substance abuse policy (3g) is available in the office.

*Students are not permitted to bring or use weapons, as defined under the Criminal Code. Students who choose to do so are subject to an immediate suspension, and further disciplinary action will be taken. A complete copy of the school's policy (3i) is available in the office.*

Suspensions are automatic for

- Flagrant insolence;
- Direct and persistent disobedience;
- Bullying of other students.

Whether an in-school or out-of-school suspension is most appropriate will be decided by administration in conversation with the parents. A full report on each suspension is made to the Education Committee and the Board.

### The School Day

Throughout the year, the school doors open at approximately 8:00 a.m. However, if students wish to come earlier to work in the library or computer lab, they must request permission from a teacher. The computer lab is available for use by students only when a supervisor is available.

Because there is only a short 4-minute break between classes, students are encouraged to take along books for two classes before the morning break and again for both afternoon classes after lunch. Arriving late to class because of a locker visit between classes is not excused.

Unless participating in a teacher-supervised activity after school, students wishing to stay after school must check in with the teacher scheduled for after school supervision and must leave the school at the same time as, or before, that teacher. At no time may a student be at school without proper teacher supervision. Official supervision ends at 3:15 p.m. each day.

### Transportation

Students who come to school with cars, bicycles, or motorcycles are encouraged to keep them locked while parked at school. The school cannot and does not accept responsibility for these vehicles while on the parking lot. Students should drive carefully in and out of the parking lot. Carelessness will result in loss of privilege. Students may not "hang out, in, or around" vehicles during the school day.

At no time may students drive themselves or others to or from school activities. Although ICBC rules allow for an N driver to take one unrelated passenger, the school does not. All drivers for school activities must be adults and must hold a valid driver's license of the appropriate class.

### Food, Beverages, Candy

Food, beverages, and/or candy may not be consumed in the classroom, computer lab, or library.

### Lost And Found

Lost and found items are placed in a box by the gymnasium stairwell. Calculators, watches and other jewelry are kept in the office and may be claimed there. Please note that unclaimed items (clothing, footwear, food containers, etc.) are regularly given away or thrown out. Unclaimed textbooks are returned to the school's regular stock; however, the student who "lost" the book (by not claiming it within a reasonable amount of time) will have to pay for its replacement.

### Gymnasium Use

The gymnasium is available for student activities before morning classes begin and during some lunch times. The following rules are to be observed:

- a. Staff supervision is required during all use of the gym; consult with Mr. Van Driel
- b. No food or drinks are to be brought into or consumed in the gym;
- c. Only non-scuffing shoes are to be worn in the gym;
- d. Equipment is to be returned to its proper place after use.

Observing these few rules will ensure continued enjoyment of gym privileges.

### PE Attire

Special shorts and shirts are required for PE classes. These clothes are not to be worn in the classroom after PE is over. Students will also need indoor shoes with non-scuff soles for PE.

### Photocopying

Students may use the school photocopier only with permission from a teacher, and must pay the going rate per copy (unless the teacher writes otherwise). Class notes may only be photocopied under special circumstances. Parents and students should be aware that copyright law prohibits copying of printed material without prior clearance from the copyright holder, the only exception being a "portion" of the work for private study, research, criticism, review, or newspaper summary. Copying "substantial portions" of a printed work or article (such as an encyclopedia article) is a violation of copyright law if proper clearance has not been obtained first.

### Academic honesty

Academic honesty is highly valued. Students can expect to receive a zero on any test/exam/assignment in which they have not been honest. Parents will be informed of the infraction. A record of the event will be kept in the student file.

### Computer Use

A student wishing to work in the computer lab or library during non-class time must get a permission slip signed by a teacher. Internet access will only be given under direct supervision of a teacher or librarian.

Printer usage is monitored. Students are given a quota for each semester. Students exceeding the quota will be required to purchase additional printing quota at a nominal fee.

Student internet usage is also monitored. The principal is automatically notified by email when a student visits questionable sites. Students' use of school computers indicates their agreement with the school Acceptable Use Policy (available in the office and on the school website).

### Student phone

There is a pay phone in the main lobby available for student use. It is not enabled to dial long distance calls. The cost is 25¢ per call. Students are encouraged to have a quarter in their locker at all times.

### Graduation Program

For high school graduation in British Columbia, a student must have earned a minimum of 80 credits of which at least 48 must be in Required Studies and at least 28 in Elective Studies. For a student to graduate from BVCS, they must also take Biblical Perspectives 10, 11 and 12 over and above the 80 required credits for a total of 92 credits.

Required Studies include English 10, 11 & 12 (12 credits); Social Studies 10 (4); Social Studies 11 or BC First Nations 12 (4); Math 10 (4); Math 11 or Foundations of Math 11 (4); Science 10 (4);

Science 11 (4); Fine Arts 11 (2); Applied Skills (2); Physical Education 10 (4); Planning 10 (4) and Graduation Transitions 12 (4).

Elective Studies are all the 10, 11, & 12 courses that do not fall under the Required Studies Program. When choosing their electives, students must include at least 12 credits at the "Grade 12" level.

Graduation Programs Exams: Five Graduation Program Exams in grades 10 – 12 are required for graduation. These include English 10, Foundations of Math 10 or Apprenticeship Math 10, Science 10, Social Studies 11 or BC First Nations 12, and English 12 or Communications 12.

### Course Selection/Offerings

Each spring students are asked to make their course selections for the following year from the list of choices presented to them. This list varies from year to year as student interests and teacher expertise change. Of the courses offered, only those with sufficient student enrollment for the following year will be taught. Course changes must be made no later than September 15<sup>th</sup> (or February 15 during the second semester). Changes need both the parent's and the academic counselor's approval and will be permitted only for substantial reasons.

At BVCS we offer a healthy variety of courses in the following areas: humanities, sciences, fine arts, applied skills, and physical education. Many students also choose to participate in a Work Experience during their Grade 11 or 12 year. Occasionally, we have students who enroll in an apprenticeship course either through a local business or through Northwest Community College.

Students who are unable to meet the requirements of the regular Graduation Program can enroll in a Modified program. A Modified Program has learning outcomes, which are substantially different from the prescribed curriculum, and are specifically selected to meet the students' special needs. Rather than earning a Dogwood Diploma at the end of their Grade 12 year, they will receive a school completion certificate.

When selecting courses, students should consider their future plans and take courses that will enable them to continue on after high school in their chosen job or field of study. For further study, checking university or college websites for their specific requirements is very important. Making an appointment with the academic counselor is also encouraged as students make plans for the future.

### External Courses

It is possible for students to receive grade 10, 11 or 12 credits for courses such as Royal Conservatory of Music, activities such as 4-H, officiating, etc. See the academic counselor for details.

### Challenge Policy

Every student may "challenge" a grade 10, 11 or 12 course for credit by demonstrating that s/he has met the prescribed learning outcomes for the course. For more details, talk to the academic counselor.

### Equivalency Policy

Every student may apply for a grade 10, 11 or 12 equivalency review of credentials received elsewhere. For more details, talk to the academic counselor.

### Distributed Learning Courses

BVCS has a Distributed Learning Campus. Students in grades 10 – 12 will have the opportunity to enroll in distributed learning courses either through our own D.L. school or through other D.L. institutions in the province of B.C.

### Homework

Homework consists of specifically assigned work each day. It includes organizing notes; memory work; working regularly on long-term assignments and readings; and regular review work. Review should not be limited to the evening before an exam or scheduled test!

To do well in school a student in grade 7 - 10 must expect to spend an average of 5 hours per week, on homework; grade 11 or 12 student an average of 10 hours per week.

If a student is doing poorly in school and it is evident that s/he is not applying her/himself to doing consistent homework, the school and parents together may arrange to put the student on a contract that strictly prescribes and assesses homework completion.

### Student Evaluation, Grading, and Exams

There are three grading periods for all four-credit courses and report cards are issued after each. Halfway into term one, midterms are issued to students taking linear courses.

Opportunities are always available to meet with the teachers but two special times will be arranged this year. After the first midterm is issued, all parents will have a chance to meet with their child's advisory teacher and/or teachers of their choice. Parents will have a chance to meet with the teachers of their choice before the second report card is issued. Spring semester courses will also have a time for interviews in mid April. Check the calendar for dates.

Students in grades 10, 11 and 12 will write exams in January for semestered courses while in June all students in grades 7 through 12 will write some exams. For a grade 12 provincial exam, the exam mark counts for 40% of the student's final course mark (except for BC First Nations 12). For any other provincial exam the exam mark counts for 20% of the final course mark.

Only under rare circumstances may a student write a school exam early. The student needs to present a request to the principal, signed by the parents no later than two weeks before the exam date.

### Passing/Repeating

The passing mark for each course taught is 50% (C-) whereas 60% (C) is the recommended minimum to continue to the next level in some academic courses.

Students in grades 7 - 9 will, as a rule, repeat the grade if they do not receive passing marks for three or more of these courses: English, Social Studies, Mathematics, Science, and Bible.

When it appears likely that a grade 10 – 12 student will not pass a particular course, the principal will notify the student's parents/guardians of this, telling them that the student may need to retake the course through any of the available DL options. (If it regards a locally developed course, local arrangements must be made instead.) If the parents wish, the school will arrange the DL course for the student, but will take no further initiative or responsibility except to supervise tests. The final mark for each DL course taken must be submitted to the principal before September 1<sup>st</sup>. If the student does not gain a passing mark on the course through a DL option s/he will need to be re-enrolled in the same course during the following school year.

### Extra-Curricular Activities

All students are required to pay an activity fee each year. This fee is payable by May 15<sup>th</sup> and is used to pay for things such as sports fees, band/choir tour, field trips, etc. Students are able to raise some of these funds in the spring's litter-a-thon. A complete explanation is available from the office.

Participation in extra-curricular activities is a privilege and the following goals and eligibility policy apply to all student activities.

#### *Eligibility Policy:*

Teachers will communicate with the administration about students involved in extra-curricular activities who have had serious academic or behavioral problems in the past week

i.e., missing assignments, failed tests, inappropriate attitudes, etc. After communication with all the teachers, the principal will decide the appropriate action based on the following:

1. If a student is reported two weeks in a row for the same subject;
2. If a student is reported for two subjects in the same week;
3. If a student fails to rectify one of the above situations in his/her suspension period.
4. If a student has unsatisfactory results in the areas of attitude and effort on the report card.

The first time a student falls into one of the above categories, s/he will miss one week of the activity. The second time a student falls into one of the three categories, s/he will miss two weeks of the activity. The third time a student falls into one of the three categories, s/he will miss the duration of that extra-curricular activity. A suspension week runs from Monday to Monday.

Students who are under suspension from an activity must be at school during the times the activity normally occurs to study or work on missed assignments. Supervision will be the responsibility of the office unless other arrangements have been made with a teacher or sponsor.

Please note that in all activities that require transportation, it is expected that students will travel with the group under the supervision of the staff member.

### Homeroom

All students have a ten-minute homeroom time each morning. Homerooms consist of some students from each of the grade levels. The homeroom teacher or a designated student leads a devotional activity, makes the school announcements of the day, takes records for special activities, etc. The cross-graded nature of the homeroom is intended to encourage positive interaction between older and younger students that can be of mutual benefit.

### Music

BVCS offers a variety of music electives to students in grades 7 – 12. These electives include junior and senior band, jazz band, junior choir, and senior choir. Additional musical opportunities may be available depending on interest.

For band, students are expected to supply their own instruments, whether they are borrowed, owned or leased. Most leasing arrangements are made through local agencies (Horn Craft in Telkwa, Sight & Sound in Terrace, or other). Some leasing is also possible through the school (see the band director).

Band and choir members are expected to be at all performances. They must wear appropriate concert dress during performances. Grade 10 – 12 students are expected to practice a minimum of 2 hours a month. The optional jazz band holds practices outside of regular school hours.

Every other year music students in grades 10 - 12 will participate in a band and choir tour. Students are expected to participate in fundraising endeavors to assist them in keeping the cost of this event reasonable. Extra money raised during activities such as litter-a-thon may offset some or all of the cost of the tour.

### Physical Education

Physical Education is a compulsory course in our school at the grade 7, 8, 9 and 10 level. Students are expected to participate in all activities unless prevented by a disability or their physical health. In such cases, a signed note by a parent/guardian or doctor must be given to the P. E. teacher. Even though a student may be unable to take part in a particular scheduled activity, s/he is to report to P.E. class none-the-less.

All students require appropriate clothing for P.E. including T-shirt, shorts, and non-scuffing running shoes. Towels for use after showering are supplied by the school and are kept and washed at school. In grades 11 and 12 instruction in swimming, curling, bowling, golfing, and tennis is included. There may be additional fees. Students need to supply a tennis racquet for the tennis unit.

The P.E. mark shown on a student's Report Card is made up not only of the results on written tests, but includes a combination of ability, participation, attitude, and physical skill tests as well

### Honor/Merit Roll

Students can earn both honor and merit roll status by their work and effort.

First Class Honors require an overall course average of 86% or higher;

Second Class Honors require an overall course average of 75%-85%;

Merit Roll for one term requires an average of 2.5 or less for effort, with no 4's or 5's permitted.

Both Honor & Merit Rolls are calculated and posted at the end of each term. Certificates are given at the end of the year at an awards assembly for the final, full year results.

### Scholarships/Bursaries

Each year our School Society offers a scholarship to one or two graduating students who best exemplify Christian service to his/her fellow classmates. In addition, students can apply for various local scholarships and bursaries; are encouraged to check the college or university they plan to attend for possible scholarship/bursary eligibility; and can earn a government scholarship for high achievement on the provincial exams written at the end of grade 12.

The Ministry of Education has also initiated a "Passport to Education" program for students in grades 10 through 12 whereby they can receive credit toward tuition at a university, college or vocational school in recognition of high achievement in academic and/or non-academic areas of study. These credits are earned by the top 30% of the students in grade 12 in each high school in the province. A set of 9000 stamps are allocated provincially amongst eligible schools based on September 30<sup>th</sup> enrolment for grades 10 & 11.

In order to qualify for passport credits in our school, the following standards have been set to determine eligibility for grades 10 and 11: Two third of the weighting for determining "top students" will be based on the final grades of the student's 5 best, authorized, 4-credit courses (or pro-rated 2 or 3-credit courses). This condition is set by the Ministry of Education. One third of the weighting will be based on the student's overall effort, work habits, citizenship, and school/community involvement. A student will also have positive disciplinary standing and will have given evidence of a Christian perspective in his/her work.

The Passport to Education award is worth \$250 for grades 10 and 11, and \$ 500 for grade 12.

### School Supplies

Students must provide their own school supplies, including loose-leaf paper, pens, pencils, binders, etc. They must also supply their own materials for special projects or assignments such as construction paper, poster board, pencil crayons, felt markers, or whatever else is needed to complete the assignment.

Every student must have a NIV Study Bible.

A complete list of required school supplies will be published in the August *Grapevine*.

All students must have a way to transfer digital data from one computer to another. We recommend that each student owns a flashdrive for this purpose.

The school makes an agenda (homework book) available to each student with in which to keep track of homework assignments.

In addition, a number of classes require specific supplies:

- all Math students require a geometry set;
- a scientific calculator will be required for Math 7 -10 and for Chemistry and Physics;
- a graphing calculator will be required for Pre-Calc Math 11, 12. The teachers will specify the model;
- every French language student must have a French/English dictionary;
- every Band student must supply their own instrument

- all Visual Art classes require possession of a sketchbook. The students must purchase these through the school.

### Locks And Lockers

The school supplies each student with a locker as well as the combination lock to keep it locked. Lockers are to be locked through out the day when a student is away from the locker. Lockers are subject to periodic inspection for tidiness, etc. At the end of the school year each student is responsible for removing all stickers, tape, etc. from his/her locker. Failure to do so will result in having a "locker cleaning charge" deducted from his/her damage deposit credit.

### Damage Deposit

Each student must have a \$50.00 damage deposit held to his/her credit at school. This fee (or the balance required to bring it back up to \$50.00) must be paid on registration day. At the end of each school year students are assessed for losses and damage to texts, lockers, etc. The total is deducted from their deposit credit and a statement showing the balance needed to bring the fee back up to \$50.00 (and indicating reasons for any deductions made) is issued. Upon graduation, or earlier if a student leaves the school before then, a refund is issued for the balance of the damage deposit held to his/her credit after any necessary deductions have been made. If the deductions total more than the \$50.00 held as credit, the student will be billed for the balance owing.

If a student breaks or damages school property, the student must pay for its replacement or repair. The Board or the school principal will supply the student with a cost statement showing the sum due. If the damage was caused by vandalism, the student may receive a suspension in addition to being required to make restitution.

### Pit Stop

The Pit Stop is the school store. At regular times it will be open to students for purchases of baking, pizza or other food items.

### Lunch Time Activities

Throughout the year students and teachers together plan numerous noon hour recreational activities. Some of these include friendly competition in sports as well as a variety of one-time events. Students are encouraged to participate

During most lunch times the school library is open for use and on most days the computer lab in the main building is also available for use by students wishing to work on assignments—check with the computer lab supervisor. Note that at no time may food or beverages be brought into either the computer labs or library.

Grade 7 - 9 students may not leave the school property during the school day.

### School Assemblies

Assemblies will be held on average once every two weeks. Assembly days may vary throughout the year.

### BVCS Style Guide

All student essays, projects, and major assignments adhere to the rules of the BVCS Style Guide. This guide will be distributed to all students at the beginning of the year by their English teachers. It is also available on the school website (<http://www.bvcs.ca/linksmain.cfm>)

## Permission for 'In Town and Local Activities'

2011 – 2012 School Year

Dear parents/guardians of BVCS students,

At various times throughout the school year, teachers feel that they could enrich their curriculum with an out-of –the-classroom experience. Such activities would take place within the time parameters of the class, so that other teachers are not inconvenienced with student absences. In the past, some of these activities may have included a walk to the post office, a visit to a historical museum or art gallery, a local carpenter's shop or a gourmet chef's kitchen. Any of these local off campus experiences requires parental/guardian permission. Instead of receiving a plethora of permission slips throughout the year, this one-time slip would allow your child to participate in these school day activities.

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### **BVCS Off Campus Permission Form**

I/we the parents/guardians of \_\_\_\_\_ (student name), give the school permission to take our child off campus to participate in a local activity that would enrich his/her learning experience. We also understand that all BVCS policies remain in effect even when our child is away from the premises.

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Parent/Guardian Signature

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Date