

# KCS

KING'S CHRISTIAN SCHOOL

*Educating for Life*

## STUDENT HANDBOOK

*King's Christian School provides an educational environment that supports the faith based practices of home and church to ensure that students are given the strongest possible foundation to become true Disciples of Christ.*

### MISSION STATEMENT:

As a community of Christians,  
we desire to educate for life.  
Our mission is to teach children to  
know God, his word and his world,  
challenging children to excel, yet  
with humility serve God and humanity.

## Contents

COMMUNITY LIFE .....	3
Bell Schedule:.....	3
CONNECTION & COMMUNICATION .....	5
Communicating With Your Teacher:.....	5
Website:.....	5
Visitors: .....	5
School Absences: .....	5
Students Late for Class.....	6
School Cancellation:.....	7
HEALTH AND SAFETY.....	8
Student Safety:.....	8
Closed Campus:.....	8
Emergency Preparedness: .....	8
Student Counseling Services .....	9
Illness/Injury/Medication: .....	9
Daily Physical Activity:.....	9
STUDENT LIFE:.....	10
Community Guidelines:.....	10
How We Worship:.....	10
How We Work:.....	10
Cheating / Plagiarism: .....	10
Damage / Destroyed Property: .....	10
How We Play:.....	11
Games: .....	11
Playground: .....	11
Sport Philosophy:.....	11
Electronic Devices: .....	13
Substance Abuse:.....	14
How We Present Ourselves: .....	14

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Dress: .....	14
Language: .....	16
Relationships: .....	16
Abuse: .....	16
Bullying: .....	16
Contraband: .....	16
ACADEMICS: .....	17
Academic Assistance: .....	17
Career Counseling: .....	17
Extra-Curricular: .....	17
<b>Homework Standards</b> : .....	17
Missions: .....	21
Field Trips: .....	22
Final Exams: .....	22
Report Cards / Grading Scale: .....	22
Awards: .....	22
DISCIPLINE AND RESTORATION .....	23
Conflict Resolution / Appeals: .....	23
Discipline: .....	23
RESOURCES: .....	25
Computer Lab: .....	25
Learning Assistance (Hub): .....	25
Scholarships: .....	25
School Supplies / Textbooks: .....	25
Locks and Lockers: .....	25
Lost and Found: .....	25
Telephone: .....	25

## COMMUNITY LIFE

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At King's Christian School, we are shaping a community where one's individuality can be nourished, and where each individual can find fulfillment in our community life.

In the way we work, play and present ourselves, we seek to acquire His perspective on all things, to pursue the wisdom that comes from above, to regard godliness as essential, and to cultivate a habit of thankfulness so that students can mature in their walk.

Working together with parents and church leaders, we equip students to make a difference in their local church, community and the world for Christ.

It is our desire that students are prepared to follow a lifestyle where they serve others, live out their faith, and affect change in those around them and in the world

### **Bell Schedule:**

8:30 am – Buses arrive

8:40 am – Warning Bell

8:45 am – Classes begin

8:45 – 9:25 am – Period 1

9:30 – 10:50 am – Block 2

10:50 – 11:05 am – Recess (K-7 students)

10:55 am – 12:15 pm – Block 3

12:15 – 1:00 pm – Lunch

1:00 – 2:20 pm – Block 4

2:25 – 3:10 pm – Period 5

3:10 pm – Classes dismissed

3:18 pm – Buses leave

## CONNECTION & COMMUNICATION

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### Communicating With Your Teacher:

Teachers are eager to see students succeed in all aspects of school life. Students are encouraged to ask questions and share concerns relating to school life with their teachers. Teachers are usually available to speak with before and after classes. In addition, each teacher has an email address found in the family directory or on the website if you need to contact them after school hours.

### Website:

[www.kingschristianschool.com](http://www.kingschristianschool.com)

Our school website is an excellent communication tool between the school and families. Some of the items you will find on our website are:

- School Calendar (Pro-D Days, Special Events, Meetings, etc)
- Athletic schedules
- Newsletters
- Upcoming Events
- Enrollment documents
- Homework Assignments and Teacher Blogs

### Visitors:

In order to ensure the safety of everyone at KCS, all visitors must enter through the front doors, check in with the office, and receive a visitor pass upon arrival. This will enable us to be aware of who is in the school and notify visitors of where a class is at a particular time. As we are a closed campus, in general, students are not allowed to have campus guests, including students from other schools.

### School Absences:

Punctual, regular attendance is important to ensure success at school. If a student will be absent, the teacher and office are to be informed via phone or email by the parent/guardian before school begins in the morning. The office will call families who do not contact the school by 9:00 am. School Administration may request an absentee note if circumstances require a record of absences to comply with Ministry of Education regulations.

Students who are absent for all or part of a day may be restricted from competing in interschool athletic events or activities, that day or evening.

All notes from a doctor regarding absences should be forwarded to the office. A copy will be provided to the teachers as required. Students are responsible for making up missed work.

Parents/guardians are encouraged to arrange medical, dental and other appointments outside of school hours.

For students who will be absent for a test, permission from the subject teacher may be required. An unexcused absence may not allow for re-testing if a test has been missed. Pre-arrangements for absences such as trips must be discussed with the appropriate staff.

An absence occurs any time a student misses more than half of an individual class, for any reason. School sponsored activities that take students off campus or out of their normally scheduled class are not considered an absence. Students missing less than half of a class will be marked late (see late policy in student discipline section). In the event of an absence, it is the student's responsibility to find out what material was covered, obtain any notes or class work required, and complete any assignments given.

### **Communication to the School Regarding Absence**

If a student is absent, a parent is required to phone the school (250-832-5200) or send an email to: info@kingschristianschool.com before 9:00 a.m. Email is our preferred method of communicating absences. The secretary will call families who do not contact the school.

### **Maximum Amount of Absences**

A student may only be absent from school a maximum of **fourteen classes per course**, for each semester, without loss of credit. Unused absences may not be transferred to another semester or course. A student, who exceeds the maximum amount of absences in one semester for reasons that are beyond their control, may appeal in writing to the principal for a waiver of the policy. When a student has been absent eight times, a letter will be sent to alert the student and their parents. On the fourteenth absence, parents will be informed that any additional absence will result in the loss of credit for the course.

### **Skipping Class**

Skipping class is a serious offence. Students who are skipping will meet with Administration and will be dealt with on a case-by-case basis. The incident may result in a discipline notice and phone call home, depending on the situation.

## **Students Late for Class**

Being on time and prepared for class is a priority at KCS. Being punctual is an important component for school life and a vital aspect of every student's journey beyond high school. We understand that occasionally there are legitimate circumstances that prevent a student from arriving to class on time, however, we ask that parents support and encourage their children's punctuality.

All students who arrive late to any class must report to the office to obtain a late slip (which needs to be given to the classroom teacher immediately after you receive it from the office). Being late for class disturbs the community of the classroom. A pattern of lateness will be addressed with the following:

**1-4** (from a single class) addressed by the teacher

**5th late** (combination of classes) a meeting with Administration and information passed on to home

**8th late** (combination of classes) a meeting arranged with student, parents and Administration

**12<sup>th</sup> late** (combination of classes) student may be placed on an attendance contract  
If a parent calls the office, the student may be given an excused late.

**School Cancellation:**

King's Christian School follows School District #83 bus cancellation procedures as announced on CKXR 91.5 FM radio. For emergency cancellations, each parent/guardian will be contacted by King's Christian School.

## HEALTH AND SAFETY

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### Student Safety:

Policies and procedures have been put in place to provide a safe, secure environment at King's Christian School. The following areas are covered:

- Abuse Response
- Appeals
- Apprenticeship / Work Experience
- Building and Maintenance
- Bullying
- Bus Ridership and Bus Maintenance
- Conflict Resolution
- Contraband
- Discipline
- Field Trip
- Fire and Earthquake Drills
- Incident Reporting
- Internet Use
- Playground
- Student Supervision
- PIPA (Personal Information Protection Act – FISA)
- Volunteers

### Closed Campus:

King's Christian School has a closed campus policy (see "Visitors" section for more info). This means that students for Grades K-9 must stay on the campus during the school day. When Grades K-9 students need to leave the campus during class times or at lunch/recess times, they must be signed out at the office by a parent/guardian.

Grades 10 -12 students wishing to leave the campus during school hours must sign and have their parent/guardian sign an "Off-campus Agreement" (available in the office). They must sign out or in when leaving the school for spares, but do not have to sign out and in at lunch. Should student's off-campus behavior not reflect or adhere to KCS community values, the off-campus privilege will be revoked. In addition, students who are go off campus at lunch and arrive late to class may have their off-campus privileges revoked.

### Emergency Preparedness:

**General Emergency Procedure:** KCS follows the SCSBC "Responding to a School Emergency" procedures.

**Fire Drills:** Fire drills are scheduled regularly as the Ministry of Education requires. Teachers and Staff are responsible to escort their classes out of the building as quickly as possible.

**Earthquake Drills:** Earthquake drills are held several times a year. When an earthquake drill is announced, students are to take cover and count to 60. Some earthquake drills require building evacuation similar to a fire drill.

**Lockdown Drills:** Lockdown drills are held a few times a year at KCS. Staff must lock the classroom door, turn out the lights and guide students toward a hiding place that is not visible from windows and doorways. All staff and students must remain silent through the entire lockdown drill.

## Student Counseling Services

We have a counselor who has part time office hours in the school. The counselor's office is located in the Library. Students are welcome to make appointments during class time to see the counselor. To contact the school Counselor, please go to our website for the Counselor's email address.

## Illness/Injury/Medication:

The school has a sick room and maintains a first aid kit with basic medical supplies.

If a child requires medication to be given at school, the parent/guardian must fill out a permission form and give specific, written instructions for administration. No medication of any kind is given to students without written parental consent.

If a student needs to miss a P.E. class due to illness or injury, the parent/guardian must provide the P.E. teacher with a note of explanation.

## Daily Physical Activity:

In Scripture we are instructed to be good stewards of physical creation, of our health, and also of our physical bodies. God owns our bodies; when we take care of them; it is a way for people to see God in and through our bodies. Good physical health also better equips us for learning. The BC Government's daily physical activity requirements encourage us to pursue better health as well.

King's Christian School is structuring their daily physical activity requirements as follows: effective September 2008, all students from K-12 will participate in 30 minutes of physical activity per day. Physical activity may consist of either instructional or non-instructional activities. The Province of British Columbia sets the requirements for daily physical activity for students.

**Grades K-9:** Schools will offer 30 minutes of Daily Physical Activity as part of student's educational program. This will occur in blocks of at least 10 minutes of continuous activity.

**Grades 10-12:** The Daily Physical Activity requirement is part of the Graduation Transition Program. Grade 10 students are covered through the P.E. Program, while Grade 11 and 12 students must document and report a minimum of 150 minutes per week of physical activity, at a moderate to vigorous intensity.

## **STUDENT LIFE:**

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### **Community Guidelines:**

The Christian School provides a place for students to know God, His word and His world; a place where they are challenged to excel, yet humbly serve God and humanity. Our service is shown through how we worship, work, play, and present ourselves.

### **How We Worship:**

As a Christian community, we are to imitate, glorify and please our heavenly Father. In our school community we can do this by modeling Christian behavior.

This includes:

- Being encouraging and responsible
- Showing respect, courtesy and gratitude
- Showing compassion
- Responding to all daily situations with manners
- Chapel is a time for worship, to receive spiritual refreshment, perspective, and a challenge. Students, staff or guests lead chapel time.

### **How We Work:**

Students are expected to:

- be punctual (in completion of assignments)
- be diligent (daily work habits)
- be prepared to cooperate and participate (arriving on time, contribute to a positive learning environment)
- have necessary school supplies
- work to the best of their ability (tests and assignments)
- use time efficiently

### **Cheating / Plagiarism:**

This is a form of dishonesty. Those caught cheating or plagiarizing will be dealt with in a manner appropriate to the situation.

### **Damage / Destroyed Property:**

We expect our students to treat all school property, including school supplies, equipment, and facilities with respect. If any property is damaged or destroyed, because of deliberate misuse or carelessness, it must be reported immediately to the teacher. The student and parents/guardians are responsible for replacement or repair of the item.

## How We Play:

Our school bear the name “Christian” and our words and actions should be worthy of that. Students are expected to positively represent themselves so as to honour Christ and our school (during school events and activities – on and off campus).

## Games:

Our games reflect a positive expression of our Christian worldview and are appropriate for the school. Games that point away from our Christian worldview are not permitted.

Our school bear the name “Christian” and our games should be reflective of that. Students are expected to positively represent Christ and our school (during school events and activities – on and off campus).

We are aiming for a KCS community standard which will be more easily maintained if students follow the spirit of the ideal rather than pushing the boundaries.

## Playground:

To keep playtime safe, students are reminded:

- to be fair and inclusive in their play
- not to piggy-back or carry other students
- there is no play-fighting, contact sports or snowball throwing
- when skateboards and scooters are used on the school grounds, helmets must be worn (failure to follow this safety guideline may result in items being band from the school or confiscated)
- bicycles are for use to and from school only

## Sport Philosophy:

### Rationale:

**King's Christian School teams exist to provide students with the chance to compete as individuals or as part of a team in an organized, structured setting against other schools. School teams must further the purpose, vision, and mission of King's Christian School.**

### Goals:

1. To become a truthful witness to the ways of Jesus Christ
2. To enjoy and develop athletic gifts and talents
3. To show respect and appreciation to teammates and opponents
4. To develop the ability to win and lose with grace

### Student Related Philosophy Statements:

- King's Christian School team participation is an extra-curricular activity
- Participation is voluntary and not associated with a class credit or grade
- Participation is a privilege that can be lost or regained as a result of individual choices and behavior

- A student may be temporarily or permanently denied participation for behavioral or academic reasons.
- If a student is absent for class on a game day (or the day before a weekend for a weekend event) they will not be allowed to participate unless prior arrangements have been made with Admin.
- Students are responsible for communicating with teachers and catching up any missed class work. Participating in sports does not excuse them from any school assignments
- Students participating on King's Christian School teams are expected to conduct themselves in an acceptable and appropriate manner while at school and during games and tournaments at other locations. All school rules with respect to language, dress, behavior, respect for others, respect for property, etc. apply in these occasions.
- Students who are selected for teams are expected to attend all practices, games and tournaments. If a student is unable to attend for whatever reason, it is necessary to inform the coach well ahead of time.
- All participating students and their parents must sign a "Sports Contract" at the beginning of the sports season.

**Coaching Related Philosophy Statements:**

- All King's Christian School teams must have a staff representative.
- The staff representative does not have to be involved in the coaching, but needs to be in the building for practices and in attendance at games.
- Coaches of athletic teams may be staff members, parents, or community volunteers.
- If there is more than one coach volunteering for a particular sport, it will be at the discretion of the school's Athletic Director and Principal to assign the position.
- The selection of the team is left to the discretion of the coach(es), Athletic Directors and Administration
- There will be a minimum of two tryouts before a team is selected, if cuts are being made.
- Prior to releasing the team roster, the coach must consult with the staff rep for that sport
- All practices must take place on the school property unless permission has been granted by the Principal, and parents are notified (signed document).
- Should a practice location, other than the school property be necessary, the staff rep and Athletic Directors will arrange the booking, and any off site practices must be approved by the Principal.
- Coaches may not practice more than three times a week or less than two, before or after school, unless given approval by the Principal.
- Practices for sports teams take place at the discretion of the coach and Athletic Directors.
- Coaches must communicate with players individually, ahead of time, about their "status" on the team and expected amount of playing time during games
- Coaches will distribute playing time fairly, but not necessarily equally. Coaches are expected, however, to give each student opportunities to play throughout the season.
- Coaches and Athletic Directors will discuss whether a team is playing more for development or to be competitive, and then that information will be discussed with players during practices and with parents during the season with a letter. Coaches have the discretion to determine the nature of the level of their team and what playing time will look like. The letter home to parents will reflect this decision.

- Coaches will be held accountable for their behavior. They are role models and their treatment of their own players, opposing coaches, and players, officials and tournament organizers needs to be consistent with King's Christian School's expectations of its staff.
- If there is a dispute at a tournament, only the teacher rep will be the spokesperson, attend any required meetings, and report back to the Athletic Director, parent coach, and/or Principal. The teacher's decision is final.
- When participating in a tournament outside King's Christian School, the coach and staff must abide by the rules and regulations set out by the host Board or school.  
KCS will consider welcoming homeschool students on our teams.

## **Electronic Devices:**

School is a learning environment and the use of electronic devices can be both an important tool in this learning and a distraction. Electronic devices that can be integrated into teacher directed learning can be very valuable in a classroom setting.

Students are permitted to have electronic devices (cell phones, Ipods, CD Players, MP3 players, cameras etc.) at school but are advised to store them in their locker or vehicle during the school day. Electronic Devices may not be used during class time unless specifically permitted by the classroom teacher. The inappropriate use of electronic devices will have them confiscated for up to one week and may require the retrieval by a parent. Repeat offences may result in the privilege of having an electronic device at school revoked. If parents must leave an urgent message with their child, parents are encouraged to leave a message at the front office by calling the school.

### **Cell Phone Etiquette**

Cell phones have become a part of our daily existence. Our connectivity through cell phones can build community, but it also has the potential to harm community. Here are some suggestions for responsible use of cell phones at school and beyond:

- **FACE TO FACE** - Talk to people face to face whenever possible. Texting is a convenient way to communicate but talking with people is better.
- **PUT IT AWAY** – When you're having a conversation with a person, put away your cell phone and discipline yourself not to look at it. The person you are talking to and listening to should be the focus of your attention. Show that you care about people by giving them your undivided attention in conversations.
- **DISCIPLINE YOURSELF** – Don't leave class (to go to the washroom etc) just to check your email or text messages. Use class time to learn; discipline yourself to have the right priorities in life.
- **DISTRACTED DRIVING** – Make a commitment to NEVER use your cell phone while driving. If you run over a person in a crosswalk while texting a friend, your life, your family, and the person you hurt will be impacted forever.
- **SLEEP WELL** – We all function better with a good night's sleep. Discipline yourself to leave your cell phone and your computer off at night. It can wait until morning.
- **A PERMANENT RECORD** – Consider that anything you place on the internet (social media, text messages, email) can be a saved, recorded, printed and made public.  
Don't put anything (pictures, writing, information) on the internet which you would feel embarrassed to read or see on the front page of the newspaper with your name attached to it.

- **CYBER BULLYING** – Never use the internet to hurt people. Canada is adding cyber bullying to the criminal code because of the serious implications of hurtful material on the internet. Be very careful with what you write or post on the internet regarding other people.
- **CELL PHONE PICTURES and VIDEO** – Do not post any pictures or video of people on the internet without their prior permission.
- **PUBLIC + PERMANENT + SEARCHABLE = EXPLOITABLE** – Be aware that the internet has long reaching consequences to your life, your future, potential employment opportunities, colleges, applications and scholarships. Use discernment when deciding what to place on social media.

## Substance Abuse:

King's Christian School recognizes the danger of one's physical, psychological and spiritual well-being with the use of certain products and substances. Therefore, students of KCS are to refrain from the use of tobacco (in any form) and alcohol, abuse of prescription drugs and the use of non-medical or recreational drugs.

## How We Present Ourselves:

### Dress:

Our appearance will reflect a positive expression of the Christian lifestyle and be appropriate for school and weather conditions.

### Principles:

1. **Dignity:** We are called to represent God and follow his Word rather than worldly styles and trends. We are called to dress wisely and in a way that others are attracted to the Christ-like character in us and not our grooming and attire.  
"So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God" Colossians 1:10
2. **Modesty:** We should not dress in order to draw attention to our bodies or in a way that is sensual or might lead others to entertain impure thoughts or actions.  
"But among you there must not be even a hint of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people." Ephesians 5:3
3. **Humility:** Setting aside our own liberties, we should dress in a way that is sensitive to the genuine concerns of other Christians. We should show restraint and put others ahead of ourselves.  
"Therefore, let us not judge one another anymore, but rather determine this, not to put an obstacle or stumbling block in a brother's way." Romans 14:13

### Student Dress Standards:

#### 1. Shirts/Tops

- Shirts must not expose the midriff/stomach.
- Shirts may not expose the chest or cleavage, or have necklines lower than modest V-necks. Halters, tube-tops and camisoles are not permitted.
- Shirts may not reveal your back, undergarments or bra straps

- Transparent tops that reveal undergarments, tank-tops that are smaller than dress code, or bra straps are not permitted.
- Tank-tops must not expose the chest or cleavage and must be 1 inch wide across the shoulders.

## **2. Pants/Shorts/Skirts/Dresses**

- Pants and shorts must stay on the hips (hands-free) or else be belted and must be worn so that undergarments and midriff do not show.
- Shorts/Skirts and Dresses may not be shorter than approximately 4 inches above the kneecaps).
- Sheer tights and fabrics are not allowed as pants. They can be worn with skirts, shorts, or dresses.
- Leggings and yoga pants may be worn with a top that completely covers your bottom.

## **3. Outerwear**

- Jackets, coats and snow-pants may not be worn in the classroom.
- Wet, muddy or snowy boots must be removed and proper indoor shoes be worn in the classroom.

## **4. Footwear**

- All students must wear proper footwear at all times.
- Shoes must be appropriate for regular school activities.
- Slippers are not allowed.

## **5. Hats & Sunglasses**

- Hats, caps, toques, bandanas, buffs or any other headgear may not be worn inside the school building at any time.
- Sunglasses must be removed when entering the building and not worn inside the school building at any time.

## **Appearance Requirements**

Clothing and appearance should reflect a sense of stewardship and be clean, neat and tidy, in good repair and fitting properly. Clothing and appearance should be appropriate for school activities.

- Clothing should not have excessive holes
- Clothing should not advertise drugs, tobacco, alcohol or have slogans of a suggestive, obscene, defiant, negative or un-Godly manner or have profanity.
- Clothing should not be excessively tight, baggy or sloppy.
- Students should have proper hygiene, grooming habits and present themselves in respectful, proper manner.

## **Enforcement**

Staff and administration will enforce the above requirements regarding the clothing and appearance of students. Parents are likewise encouraged to instruct their children in making wise, God-honoring decisions and to support the school in its efforts to regulate student dress. This code will be more easily maintained if students dress follows the spirit of the ideal rather than pushing the boundaries.

Staff will review all questionable instances with dress-code violations with administration as the final authority.

In the case of dress-code issues, students will be required to correct their appearance if possible. If not, students will be required to wear KCS t-shirts, shorts or sweatpants that will be available for loan at the

office. If there are repeat situations, students' parents will be notified and further consequences will be discussed with administration.

### **Language:**

Our language will be God-honouring and for building up each other. Profanity, crude or sexually explicit language or put-downs have no place within a Christian community.

### **Relationships:**

Our relationships will be characterized by mutual respect. Relationships with the opposite sex will reflect modesty and self-control. Public displays of affection are not permitted.

Guidelines are in place to remind us that the school is composed of many parts that are mutually responsible for one another. Only when we live in harmony with each other can we be of service to God.

### **Abuse:**

King's Christian School strives to provide a community where all are safe from verbal, physical and sexual harassment. KCS has a spiritual, moral and legal obligation to provide a safe and secure environment for its students. We have adopted the Abuse Response Policy contained within "A Guide for Independent School Personnel Responding to Child Abuse".

### **Bullying:**

Physical, verbal and other forms of bullying have no place in a Christian, or any other, community. These will be dealt with in a manner appropriate to the situation. Successfully working through these situations is key to keeping them to a minimum.

### **Contraband:**

Any item that may be construed as a weapon or as dangerous may not be brought to school (including laser pointers, lighters and matches). Bringing an item such as this to school will result in immediate and permanent confiscation and possible disciplinary action.

## **ACADEMICS:**

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The choices offered in our academic curriculum enable success for a variety of learning styles. Leadership opportunities are offered in Active Leadership, Music Leadership, Student Council and Intramurals. For Grades 10-12 students, KCS offers apprenticeships in the trades programs, credits for Teaching Assistant and Mission Trip service. Credits may be requested in other study areas, with approval on an individual basis. The Resource Room (HUB) offers academic, ESL and career preparation assistance.

### **Academic Assistance:**

See “Learning Assistance (Hub)” under “Resources”.

### **Career Counseling:**

Career counseling is offered as part of Planning 10 and from the Career Counselor.

### **Extra-Curricular:**

Throughout the school year, a variety of extra-curricular activities such as sports, student council, yearbook and noon hour clubs are offered to students to encourage them to strengthen their gifts and contribute to the school community. Students with failing marks and unsatisfactory attendance, effort or behavior may be denied permission to participate in these extra-curricular activities.

## **Homework Standards**

### **RATIONALE:**

Our desire is to provide a consistent guideline to KCS families; its students, teachers and parents, for the use of homework as a relevant, purposeful extension of in-class learning activity. It is our hope that the use of homework will support the development and effectiveness of our learners.

### **WHAT IS HOMEWORK?**

#### **1. Definition**

Homework is an out-of-classroom learning experience, assigned and monitored by the teacher. It is a planned component of the educational process, related to grade and course learning expectations as outlined by the BC Ministry of Education and designed to enhance individual student learning.

There are four types of assigned homework:

- Preparation: Work that prepares students for upcoming classroom learning.
- Practice/Application: Work that reviews and reinforces concepts and skills taught in class.
- Completion: Work assigned during the school day and not completed in class.
- Extension/Enrichment: Work that refines or expands on classroom learning.

## 2. Differentiation

Homework, like any successful instructional practice, is differentiated by grade, age, developmental stage, course, interests, and individual student needs.

Effective homework is meaningful to the students, intentionally integrated with ongoing classroom instruction, and appropriately differentiated to support student learning.

The role of homework changes as students mature and they develop independence. Younger students may be expected to complete all, or almost all, learning activities during the school day while older students are more likely to spend additional time on learning tasks, especially as they move into the senior grades. Homework for students in the senior grades (grades 10-12) will vary in their use of out-of-school resources and time, depending on student interests, courses, and post-secondary destination. Different academic streams can expect different amounts of homework.

## 3. The Homework Partnership and Responsibilities

Homework, when required, is intended to be an effective extension of the school program. Teachers, parent(s)/guardian(s) and students are partners in the completion of homework and the development of sound homework habits. Each member of the partnership has specific responsibilities. Successful homework practices help ensure that homework is a valuable tool for enhancing student achievement.

### Principals/Vice Principals/Teachers

- review and communicate school homework guidelines in the first week of school on the course handout for use by teachers, students and parents/guardians; offer information/resources to assist the home in helping children (e.g., teacher blogs, interviews/conferences, newsletters, school website, planners, and library) in the following areas:
  - K-3: Regular BMV, Spelling, and Home Reading
  - 4-6: Regular BMV, Spelling, Reading, Test/Quiz review, and long-term projects
  - 7-8: Regular BMV, Language and Spelling, Test/Quiz review and long-term projects. Work that is not completed on time: Students will be required to attend Study Hall each lunch until complete.
  - 9-12: course assignments, Projects, Readings, BMV and Test/Quiz studying. Work that is not completed on time: Students will be docked 5%-10% per day (to a maximum of 5 days late) without communication from parents explaining late work. Students will be required to attend Study Hall each lunch until complete.
- explain to students (and parents/guardians) the purpose of assigned homework and teach skills necessary for the student for completion: organization, time management and problem-solving (e.g., note-making, preparation for upcoming tests);
- provide homework that is appropriate to the student's age, developmental level, skills and individual needs, differentiating for student diversity, students in special education programs, and post-secondary destinations;
- use homework as a vehicle for developing and reinforcing learning, not as a consequence for misbehaviour or failure to perform as expected;

- monitor homework, provide timely feedback, seek to collaborate among members of the teaching staff in order to assign a reasonable amount of homework;
- communicate using the agenda, web page or voice as necessary; Teachers will update their website with test dates, due dates, and needed information and documents;
- report on homework completion when appropriate in the comments of report cards;
- projects will be given class time to work on, but may require extra time at home to complete.
- do not assign homework tasks that require resources or technology to which students may not have access;
- ensure that key curriculum expectations of any project are demonstrated by the student during school hours;
- avoid homework on scheduled holidays according to our community calendar, over weekends, and avoid scheduling tests on Mondays.

### **Students**

- ensure that he/she understands and asks for help if the homework assignments or expectations are not clear (e.g., assignments, criteria, timelines);
- assume appropriate responsibility for homework completion as he/she proceeds through school; manage time and materials appropriately (e.g., uses school planner, submits homework on time, organizes necessary materials); and communicate with the teacher about any concerns that arise before the due date.
- make use of assigned class time to complete work;
- prepare for presentations, quizzes, tests and examinations;
- complete and submit class work, homework, and assignments according to agreed upon timelines;
- complete work to the best of his/her abilities, demonstrating their skills, talents and work ethic
- Understand that homework completion affects extra-curricular activities, sports and field trips.

### **Parent(s)/Guardian(s)**

- provide encouragement and appropriate support, without doing the homework for the student;
- prioritize student homework responsibilities when planning extra-curricular and family commitments;
- provide a suitable environment for student to complete work and necessary resources (e.g., work space, block of uninterrupted time);
- participate actively in the home and school partnership and communicate with the teacher by regularly checking the school website and/or agenda to stay on track with course load, tests, projects and assignments.

- communicate with the teacher if homework is incomplete for any reason, if issues arise, or if the student will have an extended absence from the class.

#### **4. Student Study Hall**

Study Hall is intended to be a support to students who struggle to complete their homework, assignments, or their in-class work. Study Hall is not a punishment for students, but rather an aid to support students in completing course work. The time spent in Study Hall is intended to be extra work time for students who need it.

Students will be sent to Study Hall if:

- They have not completed course work by the set due date
- They have not handed in acceptable work (incomplete, unreadable, lacking effort)
- They have chosen not to work during given class time/work period

Study Hall takes place every day at lunch from 12:30 – 12:55 pm. Students will be told by their teachers that they are required to go (either that day or the following day). Study Hall will be supervised by High School staff. Situations where students do not follow the Study Hall rules, disrespect the supervisor, or do not attend for required days will be handled by Administration.

#### **Study Hall Rules**

- No Electronics
- No talking (individual work only)
- No food
- Door closes at 12:32 pm (no lates permitted)
- Sign-in with supervisor
- Respect the supervisor
- All students must be working. If you do not have appropriate work with you, the supervisor will assign you work to complete for the Study Hall Session

#### **5. Grade Criteria Time Assessment Examples**

##### **Kindergarten**

- There is a strong connection between parental involvement and student achievement. As a result, families are encouraged to engage in early learning activities such as reading, playing and speaking. Teachers may provide resources to support home-based early learning activities.

##### **Primary: Grades 1-3**

- Homework assignments should be curriculum based and clearly articulated and communicated to students and parents.
- Homework should not exceed **20 minutes** in an evening.
- Parents are encouraged to end homework at this time and communicate progress with the teacher

**Elementary: Grades 4-6**

- Homework assignments should be curriculum based and clearly articulated and communicated to students and parents.
- Homework assignments should be designed to require no additional teaching outside the classroom.
- Homework should not exceed **40 minutes** in an evening.
- Parents are encouraged to end homework at this time and communicate progress with the teacher.

**Intermediate: Grades 7-8**

- Homework assignments should be curriculum based and clearly articulated and communicated to students and parents.
- Homework assignments should be designed to require no additional teaching outside the classroom.
- Homework should not exceed **60 minutes** in an evening.
- Parents are encouraged to end homework at this time and communicate progress with the teacher.

**Secondary: Grades 9-12**

- Homework assignments should be curriculum based and clearly articulated and communicated to students.
- There should be no homework during the final examination period other than preparation for the examination itself.
- Homework could range from 60-120 minutes depending on course load and project commitments.
- Parents and students are encouraged to communicate with teachers if this is an issue.

**Missions:**

Each year King's Christian School plans a Missions trip for Spring Break. Grades 10-12 students may apply to take part in this. Fundraising is done as a group and individually, with the intent of being completely self-funded.

The Mission program's aims and objectives are:

- To develop within the students, the heart of Christ for the lost and the compassion of Christ for the needy.
- To give opportunity for the Lord Jesus to work in and through the students' hearts and in the lives of those to whom they minister.
- To experience the unique culture in a developing nation.
- To equip students in determining God's plan for their lives in both the secular and Christian realm so they gain a missional perspective in every aspect of life.
- Through a team setting, to learn to work cooperatively and develop a sensitivity to others.
- To stimulate global "needs awareness", by visiting a culture and community removed from their own environment

## Field Trips:

King's Christian School affirms the educational value of well-planned and well-supervised curricular and extra-curricular field trips. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the curricular and extra-curricular programs in the school.

Information will be sent out as field trips are planned, and permission slips will need to be signed for out-of-town field trips.

## Final Exams:

Students in Grades 8-12 are required to write final and provincial exams on the scheduled date. Should there be an emergency or circumstance that would prevent a student from writing an exam on a specific date; arrangements to make up the exam will be made in conjunction with the administration, teacher and parent/guardian (as per provincial policy).

## Report Cards / Grading Scale:

For Grades K-7, the year is divided into trimesters ending November, March and June. Grade 8-12 are on a combined system of linear and semester courses with reporting periods in November, February, April and June.

The report system for grades K-3 is

4	Exceeding Expectations
3	Meeting Expectations
2	Approaching Expectations
1	Not Yet Meeting Expectations
X	Not Observed or Not Yet Taught

The report system for grades 4-12 is

A	86-100%
B	73-85%
C+	67-72%
C	60-66%
C-	50-59%
F	40% or less
I	Incomplete or In Progress

## Awards:

KCS students receive awards marking different school-year accomplishments at an end-of-year celebration evening. King's Christian School strives to recognize the achievements, development and giftings of our students in several areas; however, as the school experience is a limited setting, not all students' giftings will be officially recognized. Award categories include the following awards for which students are presented trophies at the awards ceremony:

- Principal's List – "A" in all core subjects for all terms
- Scripture Memory
- Athlete-of-the-Year: Male and Female; Junior and Senior High

The following are included in students' report cards which are handed out on report card pick up day in June:

- Honour Role - "A" Average in five core subjects for all terms

- Merit Role - “B” Average in five core subjects for all terms
- Sportsmanship
- Subject Excellence
- Servant
- Faithfulness
- Citizenship

## **DISCIPLINE AND RESTORATION**

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### **Conflict Resolution / Appeals:**

When conflicts or disagreements occur they will be dealt with in a manner that leads to restoration and resolution. Where positive communication is regular, conflicts are infrequent. However, when concerns or conflicts arise, we desire to resolve the issue by following the Matthew 18 principle. Should a parent/guardian have a complaint or a concern with a staff, committee or board member, the parent/guardian needs to speak with that person. If there is no resolution of the concern, the principal needs to be informed. At this point a meeting can be arranged.

Procedure for Conflict Resolution and Appeals to student disciplinary actions:

- parent/guardian with person with whom they have conflict (i.e. teacher)
- parent/guardian with Administrator (with teacher aware)
- parent/guardian with KCS Board
- parent/guardian with SCSBC Mediation and arbitration committee (contact info at KCS office)

### **Discipline:**

The goal of school discipline is to:

- change destructive behavior
- help the individual develop self-discipline
- restore relationships
- protect the other members of the community
- bring an end to/prevent any behavior which undermines the community KCS is building.

A wide range of methods and approaches are used at the discretion of the teachers and administration. Discipline procedures may involve: restitution, isolation, detention, mentoring, service, and restorative curriculum. Wherever appropriate, parents/guardians are kept informed and involved in the disciplining process.

General communication procedures for discipline issues are as follows:

- teacher with student
- teacher with parent/guardian
- student with administration
- administration with parent/guardian

In addition to in-school actions, the following may be considered:

- suspension (in/out of school)
- probation
- voluntary withdrawal
- expulsion

Please note this procedure takes into account the progression of behavior in logical steps. At any point, if a concern grows rapidly or if a safety issue is involved, steps may be skipped to remedy the situation more immediately.

## **RESOURCES:**

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### **Computer Lab:**

Students must have permission to use the computer system. All access to the internet will be monitored and supported by school Administration.

### **Learning Assistance (Hub):**

Learning assistance is provided for students experiencing difficulties in core subject areas. Our learning assistance staff will work with the subject teacher to meet the goals established for students recommended for learning assistance.

### **Scholarships:**

King's Christian School awards scholarships and bursaries to graduates through an application process. Applications are reviewed, and selection made by a selection committee. Awards are presented at our year-end celebration evening, to the selected recipients most closely meeting the prescribed criteria. Application forms are available from the school counselor's office. Deadline for all award applications is June 1.

### **School Supplies / Textbooks:**

King's Christian School has developed a school supply program in order to ensure students get the same quality school supplies the teachers require for particular grade levels. Additional supplies needed such as binders, indoor shoes, notebooks, etc will be included in a supply list given to each student before the start of a new school year.

### **Locks and Lockers:**

Upper elementary and high school students are issued lockers. Grades 8-12 students are issued locks. Only locks distributed by the school are permitted. If a lock is lost, the student must pay a replacement fee. Locker combinations are registered. Students are to keep these combinations confidential. Lockers are to be kept locked during the day and overnight. KCS does not accept responsibility for valuables removed from unlocked lockers. Valuables are not to be taken to the changes room during PE classes, but stored in lockers. Students may dress up their lockers on the inside for the year, but decorating must meet the standards of Christian decency. Students are permitted to use sticky tack inside their lockers.

### **Lost and Found:**

Lost and found items are placed in a box in the main floor hallway. Items will be displayed for the month, and after that will be taken to the thrift store. Calculators, watches, glasses, and other jewelry are kept in the office and may be claimed there.

### **Telephone:**

The telephone is available outside the office for student use. During class time, students are expected to obtain permission from a staff member for phone use.