



KELOWNA  
CHRISTIAN  
SCHOOL



**MIDDLE SCHOOL  
HANDBOOK**

2020 - 2021

# TABLE OF CONTENTS

<b>WELCOME &amp; INTRODUCTION .....</b>	<b>1</b>
MISSION STATEMENT .....	2
CORE VALUES .....	2
<b>MIDDLE SCHOOL ROUTINES .....</b>	<b>3</b>
CLASS SCHEDULE & COURSE OFFERINGS .....	3
LEAVING DURING THE DAY .....	4
LUNCH BREAK .....	4
CLOSED CAMPUS .....	4
ADMISSION TO BUILDING .....	5
PARKING LOT .....	5
BICYCLES / SKATEBOARDS / ROLLERBLADES .....	5
SCHOOL VISITORS .....	5
LOCKERS / LOCKS .....	6
SPORTS PROGRAMS .....	6
GYMNASIUM USE .....	6
CHAPEL .....	7
STUDENT PHONE .....	7
LOST & FOUND .....	7
TEXTBOOKS & SCHOOL SUPPLIES .....	7
SCHOOL NURSE .....	7
MEDICATIONS .....	7
MEDICAL ROOM .....	7
WE ARE NOT NUT FREE .....	7
WE ARE A SCENT FREE CAMPUS .....	8
REPORT CARDS .....	8
FINAL EXAMINATIONS .....	9
RECOGNIZING STUDENT ACHIEVEMENT .....	9
<b>CODE OF CONDUCT .....</b>	<b>10</b>
GUIDING PRINCIPLES .....	10
OUR LIFESTYLE STATEMENT .....	10
RESTORATIVE PRACTICES .....	10
SCOPE OF THE CODE OF CONDUCT .....	11
SUSPENSIONS .....	11
EXPULSIONS .....	11
STUDENT THREAT ASSESSMENT PROTOCOL .....	12
ATTENDANCE .....	12
CLASSROOM BEHAVIOUR .....	12
OUT OF CLASSROOM BEHAVIOUR (ON OR OFF CAMPUS) .....	13
OFF-CAMPUS TRIPS .....	14
DRESS CODE .....	14
DRINKING & DRUGS .....	15
SMOKING/VAPING/E-CIGARETTES .....	15
TECHNOLOGY .....	16
VIOLENCE, BULLYING AND HARASSMENT .....	18
<b>LINES OF COMMUNICATION / QUESTIONS &amp; CONCERNS .....</b>	<b>18</b>
CONDUCT RELATED APPEAL PROCEDURE .....	19

# WELCOME & INTRODUCTION

Welcome to Middle School! Our desire is to create a community that offers high-engagement learning within a supportive environment. Middle school is a time when the scope of a student's world expands considerably: spiritually, intellectually, socially, emotionally, and physically. Even during the distancing of a pandemic, that doesn't stop. We want to turn students on to growth, effort, and the thrill of the attempt, while supporting them in an environment of love, community, and a sense of belonging.

One could think of our Middle School approach as a play on the word "fuse."

## **FUSE**

1. *Verb* – to unite or blend into a whole (the purposeful creation of a Middle School community in which students are accepted, and connected with caring adults and peers)
2. *Noun* – a device to ignite an explosion (high-engagement learning and leadership opportunities that ignite the imagination and potential in each student)

We look forward to making deep connections with our students and sparking their excitement for learning. Ultimately, our goal is for students to grow as disciples of Christ, discovering and enjoying the perfect plan that He has for each of them.

Please note that several sections of this document are revised due to the Health and Safety Plan in effect during the pandemic. Rather than rewriting large areas of the handbook, I'll honour the normal routines by leaving them in this handbook, and will refer you to the school's [Health and Safety Plan](#) instead.

On behalf of the Middle School staff,

Scott Campbell  
Middle School Vice-Principal  
[scott.campbell@kcschool.ca](mailto:scott.campbell@kcschool.ca)  
250.861.3238

## MISSION STATEMENT

The vision of Kelowna Christian School ***is to be a Christ-like community passionately transforming our world.*** Our vision is to see our students using their gifts and inclinations to be passionately engaged in God's work.

The mission of Kelowna Christian School is ***to educate, equip, and inspire our school community to become disciples of Jesus who love and serve God and others.*** Kelowna Christian exists to educate and inspire our students so that they can be effective, active and engaged servants of Jesus.

Life changing education. World changing students.

## CORE VALUES

### **Biblical Foundation**

At KCS we take the Bible seriously. As the inspired Word of God, it's the foundation of everything we do as a school - from our approach to education to relationships and discipline.

### **Prayer**

We are a community committed to prayer. It's a source of strength and an acknowledgement that we are utterly dependent on God and His purposes.

### **Discipleship**

We are committed to building disciples. It's not an add-on. It's why we exist. Our community is devoted to help students become confident, loving, and passionate influencers, who through their individual giftedness impact the world in the way God is calling them.

### **Creativity**

Confronted with a rapidly changing world, we believe students and staff must be creative and flexible in their approach to changing and new challenges.

### **Excellence**

This does not simply mean high test scores. We mean students should strive to do well, and through encouragement and engagement achieve their personal best in a process of continuous improvement. Excellence at KCS means we push ourselves and our students to keep getting better using our best effort.

### **Perseverance**

True excellence requires an ongoing effort - perseverance and grit. A willingness to accept failure and use it as a springboard for continued effort. As a Christian school we acknowledge and want to develop the inclination to trust God to be there in the hard times.

### **Integrity**

Acting with integrity means a willingness to make the right call even when no one sees it or whether it comes with a personal cost.

# MIDDLE SCHOOL ROUTINES

## CLASS SCHEDULE & COURSE OFFERINGS

Generally, most Grade 6 & 7 classes are taught by the students' homeroom teachers, although some subjects are taught by subject specialists (e.g. French, Music). Grade 8 & 9 students are taught by all teachers from that grade level, as well as subject specialists (e.g. French, Music) and Explorations teachers (e.g. Foods).

Students have five classes per day; each one is 65 minutes long with the first class of the day slightly longer to allow for start of the day routines and morning devotions. Students are given a maximum of five minutes to move to their next class, although some classes may continue from one block to another without a break.

8:45 am	Warning bell
8:50 am	Block 1
10:00 am	Block 2
11:05 am	Block 3
12:10 pm	Lunch
12:50 pm	Period 4
1:55 pm	Period 5
3:00 pm	End of Classes

All **Grade 6 & 7** students take Music (instrumental band) and French. They also have two Explorations classes per week, in which Grade 6 & 7 students are mixed together (they will be separated by cohorts during the 2020-2021 school year). Explorations classes are comprised of options which may run for various lengths of time and required components that all grade 6 & 7 students cycle through (these cover visual arts and Applied Design, Skills, and Technologies). Grade 6 & 7 students may have the opportunity to take several options, some of which will repeat and some of which may only be offered once; registration is done online.

All **Grade 8 & 9** students take French. They have three Explorations classes per week, in which Grade 8 & 9 students are mixed together (they will be separated by cohorts during the 2020-2021 school year). These Explorations classes are offered by the Grade 8 & 9 teachers and specialists. The purpose of Explorations 8/9 classes is to provide a variety of learning experiences that offer greater breadth, promote a well-rounded learning philosophy, and give students an introduction to electives in High School, with more movement, choice, and variety of teachers. Students are required to cover both ADST and Personal Development categories with their Explorations 8/9 selections.

This year, grade 8 & 9 students have the opportunity to take up to four of the following offerings:

<b>ADST Courses</b>	<b>Personal Development Courses</b>
Entrepreneurship	3D Art
Foods	Band
Leadership Development	Choir

Media Editing Technology Textiles Woodworking	Drama Visual Arts
--	----------------------

Students choosing Band choose *two* other offerings, which creates the timetable space to allow Band to run throughout the entire year. Students sign up for Explorations 8/9 courses online in June.

Explorations 8/9 classes take place three times per week. Students will take two Explorations courses per term, alternating within a week between their "A" day course and their "B" day course. Students will take Exploration courses #1 and #2 in the first term, and #3 and #4 in the second term. Rather than doing even more new courses in the third term and thereby creating too many short courses, students will choose two Explorations courses that they have *already* taken to re-enrol in for the third term. Those third term courses will go deeper into projects, service opportunities, and extensions. Students register for third term Explorations 8/9 courses in late February.

## LEAVING DURING THE DAY

Students who need to leave during the day must sign out at the school office. In the interest of student safety and legal responsibilities, only students that are 18 years of age or older can sign themselves out of class at the office or leave campus. Otherwise, the office requires an email, note, phone call, or visit from a student's legal guardian before that student will be permitted to sign out.

If a student feels ill, they must check in at the office rather than phoning a parent directly. If a student calls a parent who picks her/him up without the office's knowledge, it causes alarm for school staff who are responsible for the student.

If a student will be signing out for a series of days (e.g. to drive to gymnastics lessons every Monday at 2:30pm or for a series of physio. appointments) one note or phone call can cover this. Students who leave early are responsible for work missed.

## LUNCH BREAK (REFER TO HEALTH & SAFETY PLAN FOR NEW ROUTINES)

Grade 6, 7 & 8 students eat lunch in their homerooms for 15 minutes before having a break for 25 minutes. Grade 9 students eat either in their classrooms or in the upper foyer.

During the lunch break, Grade 6 & 7 students are allowed in the MS hallways, the lower foyer, the library (if working), and outside. The Grade 8 & 9 students are allowed in these areas as well as the high school hallways and upper foyer.

## CLOSED CAMPUS

Up to and including Grade 9, students are required to remain on the school property until dismissed at the end of the day. Students requiring early dismissal for special circumstances such as medical appointments, may be dismissed with a note from a parent and must sign out at the office. When a parent comes to take a student out for lunch, the student is still required to sign out at the office. Parents should be aware that they cannot take other students out for lunch without the other parent's written permission. When leaving campus, students must

sign out and sign back in at the office.

## **ADMISSION TO BUILDING (REFER TO HEALTH & SAFETY PLAN FOR NEW ROUTINES)**

Students are permitted to enter the school building any time after 7:15am if they use the privilege responsibly and wisely. Failure to act responsibly may lead to loss of the privilege. Students involved in after school activities may not have access to their lockers after 4:00pm.

## **PARKING LOT**

Drive slowly and use extreme caution on the school property and in the vicinity of the school. To make our entrances and parking lot safer, the following guidelines are in effect:

- Closure of the inner traffic circle from 8:00am – 9:00am and 2:45pm - 3:30pm.
- No exit northbound (left) on Benvoulin Road during the school day.
- Closure of some parking spots along the south fence to create a pick-up zone during the day (cars may pull up parallel to the pick-up zone but not park there)

More information, including a map, is provided on the myKCS webpage ([www.kcschool.ca/myKCS](http://www.kcschool.ca/myKCS)). The parking lot is off limits to students during the school day.

## **BICYCLES / SKATEBOARDS / ROLLERBLADES**

Bicycles must be parked in the locked compound provided and must be securely locked at all times. Rollerblades and bicycles are not to be used during the school day. Skateboards may be used at school if students are wearing helmets and do not trick off of objects. If used to travel to school, skateboards should be walked in to the building and stored in the student's locker.

## **SCHOOL VISITORS (THIS SECTION IS NOT APPLICABLE DURING THE PANDEMIC)**

As a general guideline, students should not have visitors at school. Students from other schools or from out of town may be given permission to visit classes only if the following procedures are followed before the day of the visit:

1. Authorization must first be received from the school vice-principal. If granted, he will give you a form for all your teachers to sign. Students from Kelowna will not normally be allowed to visit classes unless prior arrangements have been made with parents who are interested in enrolling the students in our school.
2. Prior to the day of the proposed visit, the student sponsoring the visit must clear the visit with all the teachers involved and get their signature on the form.
3. The sponsoring student must return the form completed with all the necessary teachers' signatures to the vice-principal for his final approval.
4. The student who invites the visitor is responsible for her/his behavior; if visitors do not comply with school rules and etiquette they may be asked to leave the school grounds.

## LOCKERS / LOCKS

Students will be assigned lockers on the first day of school, and it is their responsibility to see that the locker is securely locked at all times. Only school locks are permitted to be used on the lockers and the combination is registered with the homeroom teacher. If a lock is lost, the student must pay an \$8.00 replacement fee.

Students are encouraged not to give their locker combination to other students. A \$5.00 service fee will be charged to students that wish to get a different lock from the office because of this reason.

Students must not use any substance that will mark the inside the lockers. Material that contradicts Biblical principles or the school's values should not be posted in the lockers.

Failure to keep lockers secure and in good order may result in the loss of locker privileges.

## SPORTS PROGRAMS

The Physical Education program of the Middle School is comprised of four components:

1. Physical Education classes
2. Intramural sports (lunch hours)
3. Interschool sports
4. The KCS Sports Academy (runs half a year for an additional fee).

All students in grades 6 - 9 are required to take part in PE classes. If a student cannot take part in classes for any reason, a parent must communicate this directly to the PE teacher – this information cannot simply be passed on verbally by a student.

All PE students at KCS are required to wear the KCS PE strip (shorts and T-shirt). A student missing PE strip must still participate in their PE class but their Work Ethic may be impacted by this lack of preparation; a pattern of missing PE strip will be referred to the vice-principal. Damaged or defaced PE strip will need to be replaced. Extra items can be purchased through the KCS office.

The inter-school sports program offers a variety of opportunities for students to participate on sports teams and compete in an array of sporting events, which in the past have included volleyball, basketball, rugby, cross-country running, golf, and track and field. All athletes will complete a commitment form called the "Knight's Code." This code clearly outlines the requirements of being on a school team. If you are interested in the inter-school sports program, contact the school's Athletic Director. At the grade 6 - 8 levels, inter-school team participation is based on commitment (attending practices and games) rather than try-outs for limited spots.

## GYMNASIUM USE

Running shoes must be worn for all gym activities (this includes before school, noon hour, and after school events). Student activities in the gym require teacher supervision at all times. Students wishing to use the gym before school and at lunch time must wait for the teacher supervisor before entering the gym.



## **CHAPEL (REFER TO HEALTH & SAFETY PLAN FOR NEW ROUTINES)**

Middle School chapel services take place on Wednesday mornings at 9:00 am in the Anne Rauser Hall. They are a time of worshipping together in community and learning about God. Students contribute to chapels by speaking, organizing, playing in the worship band, or working with the audiovisual equipment.

## **STUDENT PHONE**

A free phone is available on the wall by the front office. This phone should only be used outside of class time.

## **LOST & FOUND**

The Lost and Found Box for clothing is outside the PE office. Smaller items will be kept in the office. The Lost and Found articles that are not claimed will be donated to charities.

## **TEXTBOOKS & SCHOOL SUPPLIES**

Texts will be provided by the school. Students are responsible for all textbooks issued to them. All books are numbered and barcoded and a record of books issued and their condition is kept by the librarians. Students will be charged for lost or damaged books.

All school supplies are the responsibility of each student. The supplies list may be accessed through the school web site.

## **SCHOOL NURSE**

The Public Health Nurse visits the school on a regular basis. Students or parents may contact the nurse by leaving a message in her mailbox in the main office, or by phoning her at 250-868-7700.

## **MEDICATIONS**

Medications cannot be administered to students without a “Request for Administration of Medication Form” being filled out by parents. The form is available at the office and once completed is kept on file. Medications administered under the instructions of a medical doctor must be accompanied by a written directive from that doctor indicating what medication is to be dispensed and under what conditions. This directive is placed on file in the office.

## **MEDICAL ROOM**

There is a medical room located near the main office. It can be used by students that have become ill and are waiting for a parent to pick them up.

## **WE ARE NOT NUT FREE**

The Benvoulin campus (Middle and High School) is not nut free, meaning that students are not prohibited from bringing food with nut ingredients (e.g. peanut butter). Unlike an elementary campus with younger students, Middle and High School students are more aware of necessary precautions. Obviously, the school takes steps to protect students with severe allergies by taking the following steps:

- training staff to respond to emergency situations triggered by severe allergies
- taking steps in the classroom to minimize risk, and if necessary, advising other families

- of how to keep students with severe allergies safe
- requiring parents of students with severe allergies to alert the school of the condition and to complete a medical response plan in case of incidents

## WE ARE A SCENT FREE CAMPUS

Due to health concerns arising from exposure to scented products by several students and staff members, the Benvoulin campus (Middle and High School) is a scent-free environment for all employees and visitors. Students, staff, and visitors are asked to not use products at school that have the purpose of giving off scent, including perfumes, aftershaves, cologne, body sprays, scented candles and potpourri, room diffusers, and strongly scented lotions. These types of products are designed to be airborne, and a scent ban is a reasonable requirement to adequately limit harmful exposure at the Benvoulin campus.

## REPORT CARDS

The year is divided into three reporting periods, with report cards issued for the first and last terms, and student-led presentation of learning taking place in the second term. Core courses (English, French, Math, Science, Socials) resolve to a percentage and receive a Work Ethic indicator as well as comments. Non-core courses do not resolve to a percentage; they receive a Work Ethic indicator and comments, although they a teacher may assign grades on individual assignments.

By using the Parent Portal of PowerSchool (online gradebook and attendance record) or by viewing student work on Google Classroom, parents may view student progress at any time. Students receive percentages and work ethic indicators in core subjects, as well as work ethic indicators in non-core subjects (e.g. Explorations). The province uses the following scale for percentages:

86% - 100%	Excellent
80% - 85%	Very Good
73% - 79%	Good
67% - 72%	Above Average
60% - 66%	Average
50% - 59%	Pass

**I** = 49% or less specific time In Progress (incomplete / not meeting minimum standards. Student will be given a frame to upgrade mark.)

**F** = 49% or less Failed (student has not demonstrated minimally acceptable performance)

Report cards show work ethic indicators. Students are assessed on the work ethic responsibility (punctuality, preparedness for class) and engagement (engagement with class activities, on-task and positive behavior, impact on one's own learning as well as others). Work ethic is reflected on during each term so students receive ongoing feedback and are aware of how their work ethic is impacting their own, and others', learning.

- G (Good) Consistently meets or exceeds expectations
- D (Developing) Inconsistently or partially meets expectations
- N (Needs Improvement) Not yet demonstrating expectations

## FINAL EXAMINATIONS

In preparation for graduation requirements in High School, students in Grades 8 and 9 may write school exams for a few core subjects during scheduled class time. Should there be a medical emergency that would prevent a student from writing an exam on a specified date, arrangements to make up the exam will be made in conjunction with the administration, teacher and parent. No rescheduling of final exams will occur for any non-emergency reason unless it has been arranged with the administration, teacher and parent before the date of the exam.

## RECOGNIZING STUDENT ACHIEVEMENT

Students can qualify for Principal's List or Honour Roll for their academic performance over the three terms. Principal's List and Honour Roll designations are given out at the end of the year based on the final course grades given to core subjects receiving a percentage.

**Principal's List:** given in recognition of all three reporting terms having an academic average of at least 86% with no Ns (Needs Improvement) given for work ethic in any subject.

**Honour Roll:** given in recognition of two of three reporting terms meeting Principal's List guideline, or three terms with an academic average above 73% with no Ns (Needs Improvement) given for work ethic in any subject.

Several Grade 9 Leadership Awards are presented at the year's final chapel, recognizing how grade 9 students have provided leadership through academics, athletics, arts, and community.

# CODE OF CONDUCT

## GUIDING PRINCIPLES

KCS's mission, core values, curriculum and community life are formed by a firm commitment to the person and work of Jesus Christ as declared in the Bible. This identity and allegiance shapes an educational community in which we pursue truth and excellence with grace and diligence, treat people and ideas with charity and respect, think critically and constructively about complex issues, and willingly respond to the world's most profound needs and greatest opportunities.

## OUR LIFESTYLE STATEMENT

We believe that living a Christian life is something that is done in community and that our maturing in the faith is not an individual pursuit between us and God, but a communal activity in which we support, exhort, and hold each other accountable for our actions. Accountability works best within the context of meaningful relationships and not in punitive action. We desire to know each other well enough so that we can 'speak into each other's lives' with deep and meaningful relationships (staff, students, parents, families).

The apostle Paul exhorts us to live by the spirit and not to become weary of doing good (Gal. 6:9). Our call is to live for the glory of God in all we do as we extend the grace he has shown us to the people all around us. This could be described as our 'lifestyle statement.' "Whatever you do, work at it with all of your heart as working for the Lord and not for men." Col 3:23.

## RESTORATIVE PRACTICES

It is our goal to restore brokenness in our community. KCS is committed to working with restorative practices when working with parents and students. We know that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things with them, rather than to them or for them. It is our goal to use restorative practices whenever possible when dealing with discipline issues at KCS.

Restorative practices usually begin with 5 questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who was affected by what you have done? In what way?
- What do you think you need to do to make things right?

(Taken from the International Institute for Restorative Practices, Canada - [www.iirp.org](http://www.iirp.org))

We live in a fallen world and recognize that we all make mistakes and poor choices. When a student is involved in a difficult situation or incident he/she needs to find ways to get back on track. Non-responsive students who don't genuinely take responsibility for their actions are difficult to re-integrate into our school community, however, responsive students who strive to correct their ways, live with integrity, value living in community and work to restore what is broken find great success. As a school community, we seek to work with students who are responsive.

## SCOPE OF THE CODE OF CONDUCT

Clearly, the implications of our “Lifestyle Statement” apply beyond the day-to-day limits of the school day. For instance, harassing another individual through social media or by other means would be considered a violation of the Code of Conduct regardless of where and when it occurred.

Having said this, the “rules” as defined in the Code of Conduct below apply explicitly to students going to and from school and to students engaged in, present at, or attending:

- a) any activity on school premises whether during a regular school day, outside the regular school day, or on a day that is not a school day;
- b) travel on a school bus or other transportation contracted or arranged by the school;
- c) any activity sponsored by, organized by or participated in by the school regardless of time or place;
- d) any activity in and around the school premises occurring during the school day or outside the school day.

## SUSPENSIONS

As part of the corrective discipline process, a student may be suspended when student behaviour is judged to be in serious conflict with a safe and positive learning environment, or when the school’s progressive interventions have failed to correct inappropriate behaviour, or when all other procedures have failed.

By definition, a suspension is the removal of a student’s right to attend regularly scheduled classroom instructional sessions. Suspensions, both in-school and out-of school, may have one or more of the following objectives:

- protect the suspended child and/or other children and/or staff from dangerous behaviours;
- deter other students from similar behaviour;
- plan proactive educational interventions;
- initiate problem clarification and solving;
- remediate and correct inappropriate behaviour;
- improve student behaviour.

**In-school** – student is assigned to a specific area of the school where they will spend their school day. Lunch and other breaks will be at non-standard times. Students should bring work that may be completed during the in-school suspension.

**Out-of-school** – student is banned from school property at any time (before, after or during school) for a defined period of time.

## EXPULSIONS

The school may refuse to offer an educational program where the student:

- a) has verbally or through their actions refused to comply with this Code of Conduct, or other rules or policies of the school; or
- b) has failed to apply himself or herself to his or her studies

## STUDENT THREAT ASSESSMENT PROTOCOL

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to. A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/MSN threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting. Click to [view full policy and procedure](#).

## ATTENDANCE

### Statement of Purpose/Rationale

- There is a direct correlation between student attendance and achievement.

### Conduct

- Students and parents are responsible to ensure that satisfactory attendance is maintained.
- Students are required to attend all classes each school day unless he/she is: 1) ill, 2) participating in an approved school activity, or 3) absent for a parent/guardian approved situation/activity.
- If a student is absent, parents are asked to call the school at 250-861-3238 by 9:00 a.m.
- A student who needs to leave during the school day is expected to sign out at the office (parental/guardian permission is required).
- Whenever possible, medical, dental, and other appointments should be scheduled outside of class time.
- Where an absence is excused, students are responsible for arranging to complete any missing work with their teachers.
- Parents should provide written notice to the office regarding planned absences as soon as possible.

### Consequences

- The school will make phone contact to confirm the absences of all students.
- Unexcused absences may result in a detention or other similar consequence
- Repeated unexcused absences may result in a student being asked to withdraw from school

## CLASSROOM BEHAVIOUR

### Statement of Purpose/Rationale

- The environment of a classroom or teaching area must be safe and conducive to the learning of its students.
- While it is the responsibility of the teacher to foster a learning environment, it is the responsibility of students to contribute to a safe and positive learning environment for the sake of all learners.

### Conduct

Acceptable

- Students demonstrate respect for self and others
- Students arrive to class promptly and prepared to learn with all appropriate materials
- Students comply with teacher directions for lesson activity
- Students attend to the lesson and apply themselves to assigned tasks
- Students complete assigned homework on time

#### Unacceptable

- Behaviour that is disrespectful and/or disruptive to the learning environment.
- Behaviour that is defiant.
- Behaviour that is distracting and off task
- Arriving late for class
- Attending class without the necessary materials
- Non-participation
- Failure to complete homework or attend to deadlines.

#### **Possible Consequences**

- Verbal reminder of expectations
- Relocation in the class seating plan
- Phone call to parents/guardians from teacher
- Referral to the office
- Temporary removal from class
- Detention and/or in-school suspension
- Meeting with parents/guardians, student, teacher, and administration
- Out-of-school suspension
- Permanent removal from class
- Withdrawal from school

## **OUT OF CLASSROOM BEHAVIOUR (ON OR OFF CAMPUS)**

### **Statement of Purpose/Rationale**

- Students, staff, and guests have a right to move safely and comfortably throughout the school and school grounds.

### **Conduct**

#### Acceptable

- Students demonstrate respect for self and others.
- Students move through the school and school grounds in a safe and orderly manner.
- Students demonstrate respect for property.
- Students use trash and recycle bins.
- Students comply with directions of staff on supervision.

#### Unacceptable

- Behaviour that is disrespectful.
- Rough play such as pushing, and shoving.
- Vandalizing property in any manner.
- Littering
- Failing to clean up after oneself (i.e. leaving lunch bags on tables or floors)
- Defiant disregard to the directions of supervising staff.

### **Possible Consequences**

- Verbal reminder of expectations

- Referral to the office
- Short term “time out” from selected areas of the school
- Long term “time out” from selected areas of the school
- Appropriate punitive activity such as cleanup duty
- Detention and/or in-school suspension
- Out-of-school suspension
- Withdrawal

## OFF-CAMPUS TRIPS

Curricular and Extra-curricular – Participant or Spectator

### ***Statement of Purpose/Rationale***

- Participation in extracurricular activities is a privilege. A student who participates must accept his/her responsibilities to the group, supervisor and to KCS.
- A high level of work ethic/performance is expected within a student’s academic course load. Administration and/or the Athletic Department may withdraw the student’s privilege to participate in extracurricular activities, if a high level of work ethic/performance is not being met.

### **Conduct**

Acceptable

- Students, whether he/she is a participant or spectator, must behave in a mature, responsible and considerate manner at all times.
- Students must advise subject teachers, well in advance, of class time that will be missed.
- Students must make arrangements, in advance, with subject teachers for missed tests or work (using the missed class form)
- Students will attend classes, extracurricular practices and competitions /performances.

Unacceptable

- Students must not be absent from school, on the day of the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during curricular or extra-curricular trips (as a participant or spectator)

### **Consequences**

- Students absent from school, on the day of the event, will not be permitted to participate in the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during curricular or extra-curricular trips and similar consequences will apply.

## DRESS CODE

### **Statement of Purpose/Rationale**

- KCS students and their parents are expected to support a learning environment where attire is appropriate and not offensive or distracting to others.



- A student's dress/clothing must not interfere with the educational process at KCS. The school administration will ultimately determine if a student's apparel is appropriate.

## **Conduct**

### Acceptable

- Students are to maintain the dress code standards during regular school hours and while representing KCS at school sponsored functions.

### Unacceptable

- Spaghetti straps, very short shorts (no leg section is apparent) or very short skirts
- Clothing which exposes the midriff or underclothes
- Clothing that advertises or has slogans or insignias which promote alcohol, drugs, or other worldviews which are in opposition to biblical values
- Hats or other head coverings in class

## **Consequences**

Consequences for inappropriate dress will be consistent with the school discipline process, will include changing attire before being re-admitted to class, and may include the following escalating actions: discussion of expectations, notification of parents, detention, in-school suspension, out-of-school suspension.

## **DRINKING & DRUGS**

### **Statement of Purpose/Rationale**

- The bringing of drugs or alcohol onto school property or appearing on school property while under the influence of drugs or alcohol is a contravention of the declaration regarding student behaviour that each student is required to sign each year as a condition of enrollment.

## **Conduct**

### Acceptable

- Students are encouraged to make healthy choices, which includes not using alcohol or non-prescribed drugs.

### Unacceptable

- Using alcohol or non-prescribed drugs of any kind or being under their influence is not permitted on school property or during school activities.

## **Consequences**

Consequences for using or being under the influence of alcohol or drugs on school property or during school activities:

- Will result in an automatic indefinite suspension
- Depending on circumstances, may be referred to the School Discipline Committee which will consider whether expulsion is merited.

## **SMOKING/VAPING/E-CIGARETTES**

### **Statement of Purpose/Rationale**

- The school is a tobacco-free zone. In compliance with provincial legislation, smoking is not permitted on school property. E-cigarettes and similar devices are also precluded under this and other legislation.

## **Conduct**

### Acceptable

- Students are encouraged to make healthy choices, which include not using tobacco products.

### Unacceptable

- Possession, or use, of tobacco of any kind is not permitted on school property or on school trips. This includes smokeless tobacco, including e-cigarettes and vaporizers.

## **Consequences**

Consequences for possession and/or use on school grounds or school trips may include the following escalating actions:

- Suspension from school
- Withdrawal

# **TECHNOLOGY**

## **Statement of Purpose/Rationale**

- Our computer networks and technology resources are an educational tool to facilitate learning.
- These networks and technology resources provide users with the opportunity to prepare for the technological world in which we live, and provide access to on-line resources enabling integration in all areas of learning.
- Personal Electronic Devices – The use of any of these devices must not invade or infringe upon the personal privacy or safety of any member of our school, and must not interfere with the learning environment. Middle School gradually releases responsibility to students as they move towards the High School. Middle School students may not bring mobile phones, and other personal electronic devices such as earphones, MP3 players and gaming systems, to class (with the exception of educational uses given permission by staff). To avoid any misunderstandings, personal electronic devices should be left in lockers during the school day. Grade 6 and 7 students may not use personal devices (or Chromebooks) between the 8:50 and 3:00 bells (this includes during class breaks and lunch break). Grade 8 and 9 students may use personal devices (and Chromebooks) during class breaks and lunch break, but devices should not be in the student's possession during class (leave the device in your locker or in the teacher's arranged location in the classroom).
- On school day trips, students may be told that they are not to bring personal devices. They must be left at home or in student lockers at school, otherwise devices will be confiscated.
- On school overnight trips, including sports team overnight trips, students are not permitted to have their personal devices overnight in the hotel room. Devices will be collected by chaperones at "lights out" and returned in the morning. Any device determined to be withheld from collection will be confiscated and returned to the MS vice-principal at the end of the trip.
- The use of Chromebooks, which are owned by the school and signed out to students for the year, as well as the use of Google Apps for Education and school accounts, is

covered by the Chromebook User Agreement, which is distributed to families at the beginning of the year.

## **Conduct**

### Acceptable

- All users must sign and return the Acceptable Use Forms distributed at the beginning of the school year.
- All students must have parental permission to access school technology.
- All students are responsible for ensuring that at all times they are making appropriate use of all electronic information resources
- All electronic resources are to be used in a responsible, ethical and legal manner.
- All students must follow the guidelines outlined for school trips (day and overnight trips).
- This policy also applies to any personal electronic device(s) brought to school.

### Unacceptable (includes but is not limited to):

- Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities, as well as any other sites that are prohibited by the school administration
- Plagiarism – downloading material from the Internet and presenting it as your own without acknowledgement
- Playing on-line games
- Using instant messaging programs
- Downloading and/or installing movies, games, music files
- Sending or displaying offensive messages or pictures
- Use of impolite, abusive, or obscene language
- Harassing, insulting, or attacking others
- Accessing unauthorized computer systems, folders, and files
- Physical damage to computer equipment, computer systems, or networks by the spreading of computer viruses
- Intentional damage to computer equipment, computer systems, network equipment or peripheral devices
- Installation and use of any Peer to Peer programs
- Ordering or purchasing personal resources on-line
- Not submitting personal devices for overnight collection on overnight trips (including sports trips).

*With ongoing changes to technology, it is clear that KCS is unable to identify all current or future unacceptable uses of the School Network. Therefore, KCS reserves the right to add to this list of unacceptable uses as circumstances arise.*

## **Consequences**

- Personal electronic devices (e.g. phones and earphones) will be confiscated and returned at the end of the school day
- Personal electronic devices will be confiscated and only returned directly to the parents
- Verbal warning and/or other appropriate consequence
- In cases of plagiarism, the normal minimum consequence is a mark of 0 for the associated project without opportunity to resubmit the work.
- Suspension of computer privileges

- Suspension from school (in-school, out-of-school)

## VIOLENCE, BULLYING AND HARASSMENT

### Statement of Purpose/Rationale

- Every student/staff/visitor at KCS has a right to a safe and welcoming environment.
- Every student has the opportunity to learn conflict resolution skills to be socially responsible.
- Students/staff/parents/guests at a KCS activity should feel KCS is a safe and welcoming learning and working environment.

### Conduct

#### Acceptable

- Students demonstrate respect for self and others.
- Students feel safe to report violent/harassing behaviour.
- Students assert their rights in a non-threatening manner.
- Students recognize and reject violent or harassing behaviour

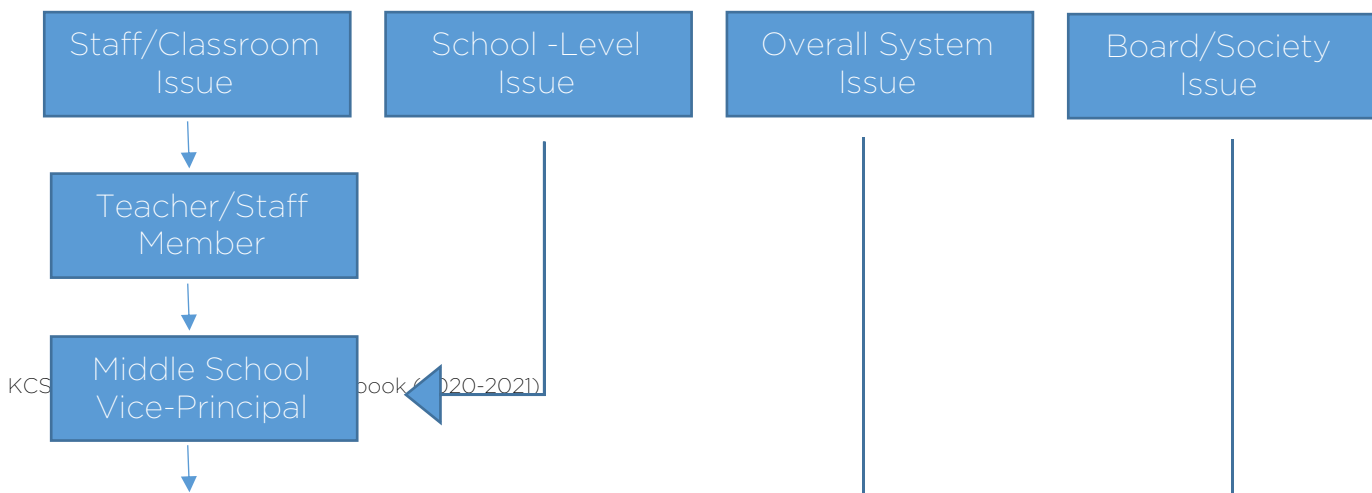
#### Unacceptable

- Fighting, instigating conflict, active spectating, and post-fight hype are unacceptable.
- Any form of harassment is unacceptable (verbal, internet/technological, emotional, intimidation, sexual, racial, exclusion, rumours, mocking, ignoring, shunning, slander, and any behaviours that would fall under this category but are not mentioned).
- Promotion and/or acceptance of violence as an acceptable method of resolving conflict is unacceptable.
- Any type of abuse (physical, sexual, emotional) is unacceptable.

### Consequences (may involve but are not limited to any of the following)

- Student reprimand
- Detentions
- Restriction of activities
- Suspensions (in-school, out-of-school)
- Teaching passive bystanders aware of how their behaviour contributes to escalation of the situation
- Involvement by the RCMP
- Restitution – community and/or school service, peer mentoring, financial restitution, counselling, mediation, meaningful apologies (verbal or written), meeting with victim

## LINES OF COMMUNICATION / QUESTIONS & CONCERNS



## **CONDUCT RELATED APPEAL PROCEDURE**

Parents and students are entitled to seek a review of any decision which significantly affects a student's education. Kelowna Christian School wants to ensure that you receive a fair hearing if you believe that a decision is unfair or unreasonable. For that purpose, we have established an appeal procedure. Details of this procedure are available from school administration as well as being published on the KCS website in the policy section.