



KELOWNA  
CHRISTIAN  
SCHOOL



**ELEMENTARY SCHOOL  
HANDBOOK**

2018 - 2019

# TABLE OF CONTENTS

<b>WELCOME &amp; INTRODUCTION .....</b>	<b>3</b>
VISION & MISSION .....	4
CORE VALUES.....	4
<b>CAMPUS ORIENTATION.....</b>	<b>5</b>
SCHOOL STAFF & INFORMATION .....	5
<i>Gordon Campus</i> .....	5
<i>Benvoulin Campus</i> .....	5
SCHOOL LOCATION .....	6
CAMPUS MAP .....	7
<b>COMMUNICATIONS .....</b>	<b>8</b>
INJURY OR ILLNESS.....	8
MEDICATION .....	9
HEAD LICE.....	9
SCHOOL CLOSURE DUE TO WEATHER .....	9
CAMPUS EVACUATION .....	9
CHANGES IN SCHEDULED PICK UP ROUTINES .....	9
<b>LOGISTICS &amp; STUDENT SAFETY.....</b>	<b>10</b>
PARKING, DROP OFF & PICK UP GUIDELINES.....	10
ENTRY TO SCHOOL BUILDING .....	12
SUPERVISION BEFORE & AFTER SCHOOL .....	12
VISITORS.....	12
FIRE, EARTHQUAKE & CODE RED DRILLS.....	12
<b>PARENT PARTICIPATION.....</b>	<b>13</b>
VOLUNTEERS .....	13
PARENTS IN ACTION (P.I.A.).....	13
<b>ELEMENTARY SCHOOL ROUTINES .....</b>	<b>14</b>
SCHOOL SCHEDULE & STUDENT PLACEMENT .....	14
<i>Procedures for Grade Placement</i> .....	14
<i>Procedures for Class Placement</i> .....	14
<i>Library</i> .....	14
<i>Chapels &amp; Assemblies</i> .....	15
<i>Gym Classes</i> .....	15
<i>Student Agendas (Planners)</i> .....	15
<i>Report Cards &amp; Awards</i> .....	15
SCHOOL PICTURES .....	16
FOOD ALLERGIES – PEANUT & NUT-FREE CAMPUS .....	16
LOST & FOUND .....	16
TELEPHONE USE.....	16
LOCKERS.....	16
SCHOOL SUPPLIES & RESOURCES .....	17
<i>Indoor Shoes</i> .....	17
<i>School Supplies</i> .....	17
<i>Required Books</i> .....	17
<i>Learning Assistance</i> .....	17
<i>Special Needs Students</i> .....	17

ATTENDANCE.....	18
<i>Absences</i> .....	18
<i>Late Arrivals</i> .....	18
BREAKS.....	19
<i>Recesses &amp; Lunch Break</i> .....	19
<i>Outside Breaks</i> .....	19
<i>Staying In At Recess or Lunch</i> .....	19
<i>Inclement Weather &amp; Green Dot Days</i> .....	19
<b>STUDENT OPPORTUNITIES.....</b>	<b>20</b>
INTRAMURALS & EXTRA-CURRICULAR ACTIVITIES.....	20
ADDITIONAL EXPENSES & STUDENT FUNDRAISING ACCOUNTS.....	20
SKIING & SNOWBOARDING.....	20
SWIMMING LESSONS.....	20
<b>STUDENT EXPECTATIONS   CODE OF CONDUCT .....</b>	<b>21</b>
DISCIPLINE .....	21
BULLYING.....	21
RESPECT FOR PROPERTY .....	22
DRESS CODE.....	22
ELECTRONIC EQUIPMENT.....	22
PLAYGROUND RULES.....	23
HEELYS, BICYCLES, SKATEBOARDS, SCOOTERS & IN-LINE SKATES .....	23
HOMEWORK.....	23

## WELCOME & INTRODUCTION

What makes Kelowna Christian School's elementary campus a great place to be is not just the caring staff, excellent facilities, wonderful families, and high quality of education offered, but the fact that it is God's school. God is calling us forward as children and adults to His gloriously prepared future. He knows what is best for us, not just what is good.

As Christian educators, the school's staff members are thrilled to be a part of this journey with your child. Each staff member is here to serve our families by modeling Christ-likeness, teaching children to explore His truth in all aspects of life, helping students discover the full potential of their abilities and talents, and by sharing His plan for salvation. It's quite a task! We know that it is God who will accomplish what He sets out to do and that our part as educators, and yours as parents, is to faithfully seek His will. Because we are partners for the sake of your child, regular communication is critical. If you have a concern or question, please discuss it with us rather than keeping things quiet or hoping the issue simply disappears.

I'm so pleased to lead a team in which the family, school, and church work together in helping each child discover the character and centrality of God. Our campus motto, "Me Third!" comes from Philippians 2:3-11, and encapsulates the others focus that we work to instill in our students and ourselves. None of us is perfect, but we are all on a learning journey together as families and school staff.

I hope that this handbook is helpful to your family, both in learning in the routines and guidelines of the school and in understanding the principles behind them. If I can be of assistance to you this year, please do not hesitate to contact me.

Dan Hein  
Elementary Vice-Principal  
[dan.hein@kcschool.ca](mailto:dan.hein@kcschool.ca)  
250.861.5432

## VISION & MISSION

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

We don't just 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.

# CAMPUS ORIENTATION

## SCHOOL STAFF & INFORMATION

### ***GORDON CAMPUS***

Preschool – Grade 5

#### Contact Information

3285 Gordon Drive, Kelowna, BC V1W 3N4

P. 250.861.5432

F. 250.861.5806

E. elementary@kcschool.ca

#### Staff

Elementary Vice-Principal  
Administrative Assistants

Dan Hein  
Charlene McMillan, Melodie Campbell

Director of Teaching & Learning  
Learning Assistance Teacher  
Special Education Coordinator

Kristi Cooper  
Dori Vinton  
Kristi Cooper

### ***BENVOULIN CAMPUS***

Grades 6-12

#### Contact Information

2870 Benvoulin Road, Kelowna, BC V1W 2E3

P. 250.861.3238

F. 250.861.4844

E. info@kcschool.ca

#### Staff

Head of School & High School Principal  
Middle School Vice-Principal  
Administrative Assistants

Mike Campbell  
Scott Campbell  
Kimberley Truman, Brenda Nettleton

Director of Admissions & Recruitment  
Director of Teaching & Learning  
Special Education Coordinator  
Business Administrator  
Accounting Officer

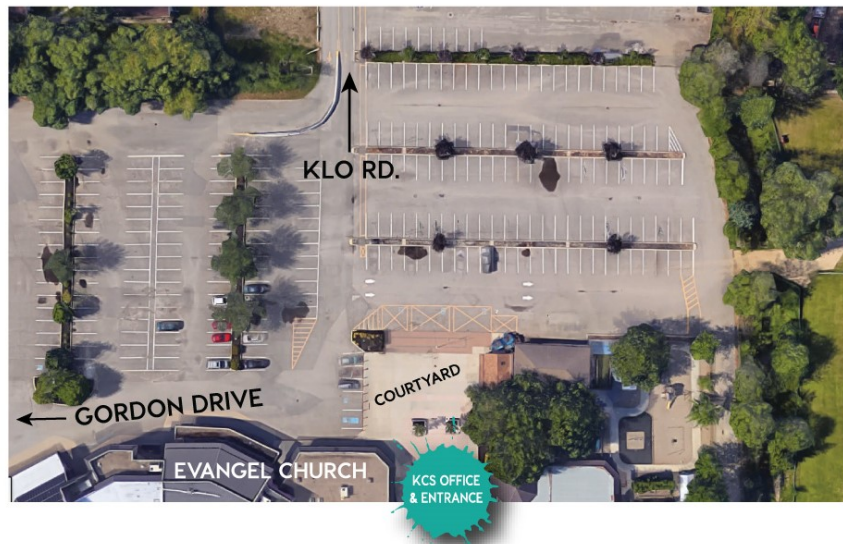
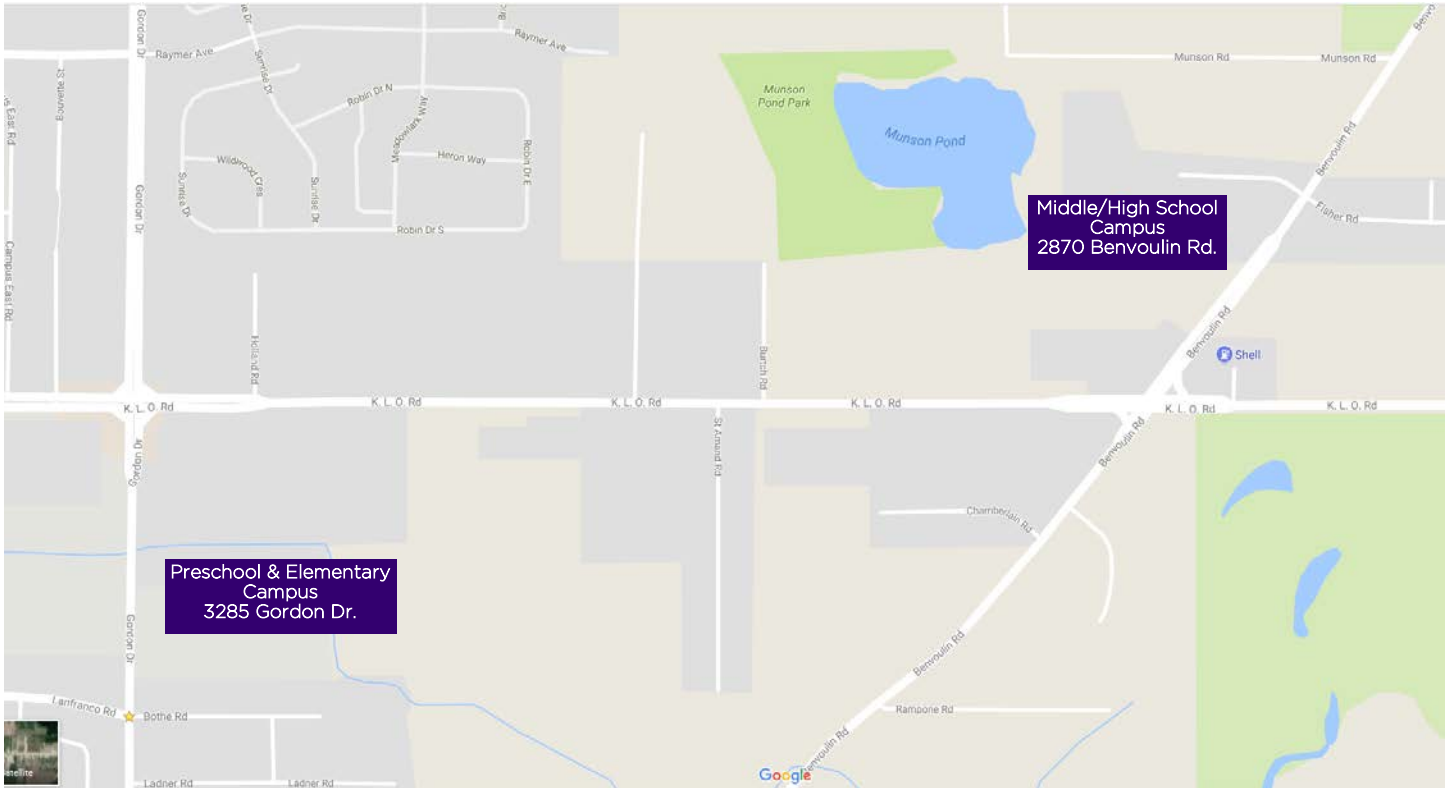
Cyndy Loewen  
Kristi Cooper  
Kristi Cooper  
Mike Hansum  
Connie Zwolfer



## SCHOOL LOCATION

The Elementary Campus is located just south of KLO Road on the east side of Gordon Drive, just under 2 km from the Middle & High School Campus on Benvoulin Road. Cars may enter the campus either from Gordon Drive or KLO Road.

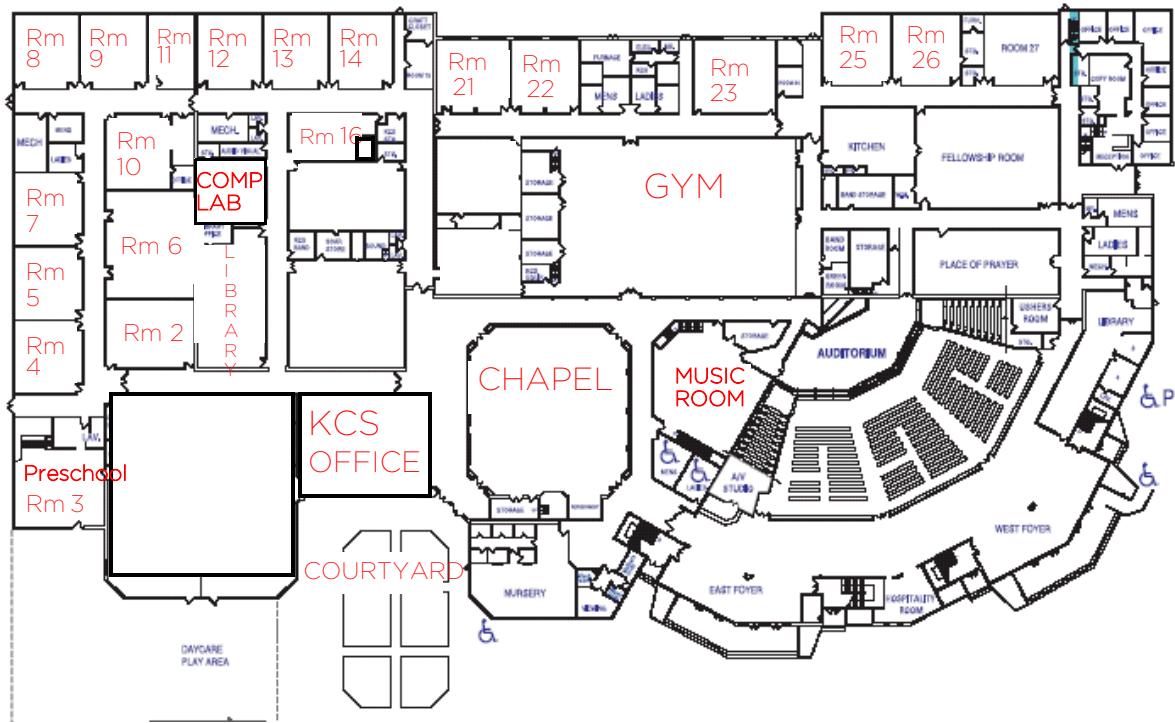
The Elementary Campus is located in Evangel Church at the corner of Gordon Drive and KLO Road.



## KCS ELEMENTARY CAMPUS

(3285 Gordon Dr. - Behind Evangel Church)

# CAMPUS MAP



Room	Class	Teacher(s)
2	1C	Renee Nessman
3	Preschool Club Judah	Marijane Kruschel, Lori Pratt Sylvia Loewen
4	1A	Kim Ikebuchi
5	1B	Carolyn Mertz
6	Kindergarten (A)	Jamie Roy and Shannon Gerber
7	Kindergarten (B)	Julie Overby
8	2A	Marla Milaney, Jen Roland
9	2B	Lorna Olson
10	2C	Lori Taetz
11	Special Needs	Teaching Assistants: Becha Burke, Risa Drysdal, Jody Ferch, Jessica Kacic, Mayling Krueger, Amanda Loewen, Sylvia Loewen, Claire Robinsion, Rebecca Stelpstra
12	3A	Jacquelyn Dobbin
13	4C	Sherry Bennett and Holly Johnson
14	3B	Doug Sader
16	Learning Assistance	Dori Vinton
21	4B	Jessica Rypstra
22	4A	Karli Marees
23	5C	Kurtis Bouman
25	5B	Pam Toews
26	5A	Ken Fell
GYM	Elementary PE	Dave Pelzer
MPR	Music	Kristin Woolhead
Library	Library	Jessie Davis
Office		Dan Hein (Vice-Principal), Kristi Cooper (Director of Teaching & Learning and Special Needs Coordinator), Charlene McMillan & Melodie Campbell (Front Desk).



# COMMUNICATIONS

The school website ([www.kcschool.ca](http://www.kcschool.ca)) contains plenty of information to help you plan ahead, including a year calendar (double-click on events to see detailed information). The campus website has elementary-specific information including staff contact information, school supply lists, and details about upcoming events and parent groups.

Face to face communication is also an important aspect of our school life. Contact with parents regarding students' progress is an important part of our elementary program. In addition to three formal reports, teachers and administrators informally communicate with parents (using phone calls, notes, interviews, emails, and other messages) regarding student progress and behaviour. Parent-teacher interviews are scheduled following the first and term report cards, and student-led conferences are scheduled following the second term report cards in order for parents and teachers to effectively plan for each child's success.

Teachers communicate with their students' families on a weekly basis using homeroom newsletters and/or a class blog. These newsletters/blogs allow teachers to inform parents of special events, needs for volunteers or materials, field trips, and current projects.

The best way of contacting a staff member is to use email. There are links provided on the elementary website. You will find that each teacher's email address follows the same format: `firstname.lastname@kcschool.ca`. For example: `john.smith@kcschool.ca`.

The elementary campus newsletter is emailed to elementary families weekly, and contains important announcements and newsworthy events related to school life. Links to all the newsletters are posted on [www.kcschool.ca/mykcs](http://www.kcschool.ca/mykcs).

Increasingly, the school is using social media to communicate with parents. Like us on Facebook (<http://www.facebook.com/kcschool>), and follow our Twitter feed ([www.twitter.com/kcs\\_kelowna](http://www.twitter.com/kcs_kelowna)) to stay up to date.

## INJURY OR ILLNESS

In the event of an accident or illness, the school will phone a parent. If the school is unable to contact the parent at home or at work, the secretary or teacher will phone the emergency numbers given on the registration form. If needed, a student will be taken directly to the Kelowna General Hospital Emergency Room and the parent will be requested to meet their child there, but ordinarily the child will be kept at school until the parent arrives. Every effort will be made to contact the parent.

**NOTE:** It is crucial that all emergency information at school be kept up to date! Parents of children having a medical condition that is life threatening (e.g. bee sting or food allergies) or may require emergency care must complete a medical alert form at the beginning of the school year and update it on an annual basis.

## MEDICATION

Parents should notify the school office if a student is on ongoing medication, so the school office can notify that student's teachers. This is not only a courtesy to school staff (medications can affect a student's behaviour in the classroom), but may prove to be invaluable information in the event of a medical emergency when the parents cannot be reached. Prescription medications cannot be administered to students without written permission from parents and doctor's instructions. These instructions must include the dosage and under what conditions medication is to be administered. A Request to Administer Medication Form (available from the school office) should be filled in by the parents if the medication is a routine daily medication for a particular condition or is part of a child's Medical Alert Plan. The completed form will be kept on file in the office.

## HEAD LICE

Head lice can spread to anyone, and while certainly an annoyance, they fortunately are not a health risk. The primary responsibility for control of head lice resides with school families; the school will provide information so families know if a response is required. If a student has head lice, a letter will be sent home informing the families of that class that their child may have been exposed. The letter will provide information on how to inspect for lice at home and how to treat a discovered infestation. Students with lice will be sent home for treatment, and will be inspected upon return to school. If your child has lice, please inform the school so that its spread can be prevented. Your privacy will be respected.

## SCHOOL CLOSURE DUE TO WEATHER

The determination of school closure is made by the Head of School on the basis of whether or not the roads are safe to travel. In extreme conditions that make travel to school inadvisable, both campuses of Kelowna Christian School will be closed. The local media (TV, radio, etc.) will be notified of any school closure.

## CAMPUS EVACUATION

If it is necessary to evacuate students from the campus, students will be moved to a safe location such as KLO Middle School, Okanagan College, Immaculata High School, the Benvoulin campus or Kelowna Gospel Fellowship. Parents will be advised of the evacuation site through a phone call, a posting on the KCS website, and through social media.

## CHANGES IN SCHEDULED PICK UP ROUTINES

If someone other than those who normally come for a student are to pick up the child, and students are unaware of the change, parents should notify the office staff by phone, in person, or by email. The office will then notify the child of the change. No student will be allowed to change his/her normal going home procedure without advance notification to the school by the parent/guardians. Similarly, if the person picking up the child is delayed due to traffic or some emergency, the school should also be notified as soon as possible.

In situations where a non-custodial parent has had access legally restricted, the legal documentation of the terms and restrictions must be filed in the school office. The school will comply with the stipulations of the court.

# LOGISTICS & STUDENT SAFETY

## PARKING, DROP OFF & PICK UP GUIDELINES

Recognizing the challenges and limitations of our school property, the Gordon Campus parking and drop off / pickup routine outlined below is designed to ensure student safety while making the process as smooth as possible for our families. We appreciate your cooperation as we try to make the campus parking lot as efficient and safe as possible.

**As part of our school community please NOTE and RESPECT:**

Please do not drop off students in front of Evangel Church (their glass doors, the Evangel office, or in the spots reserved for the church day care).

### MORNING DROP OFF - 8:35am Bell

- The designated **GREEN** area in front of the KCS courtyard and garage is open for drop off only until 8:40am. During drop-off, please do not park in this area.
- Cars may pull over parallel to the curb on either the left or right side of the designated **GREEN** area to drop off students.
- KCS crossing guards will escort children across the crosswalk so they can walk into the supervised playground.
- If you need to park, please use parking stalls in the **BLUE** area OR you may park in the **GREEN** area after 8:40am.

### AFTERNOON PICK UP - 3:00pm Bell

- Please use designated **BLUE** and **GREEN** area to park during pick up. Please park by backing in if using the **GREEN** area at 3:00pm. The **GREEN** area will be closed off at 3:00pm for parking to reduce the flow of traffic in that area. For the safety of students, park your car in a parking stall and walk to meet your child in the courtyard. Do not have your child walk through traffic to meet you at your car.

*\* Campus Parking Map on following page.*

# 2018-2019 GORDON CAMPUS PARKING / TRAFFIC MAP





## ENTRY TO SCHOOL BUILDING

Unless they are meeting a staff member, the school building is not open to students before the 8:35 bell. In the morning, students should wait outside in the supervised playground and not in the front courtyard which has no supervision. Grade 2 – 5 students enter the building at the bell through their designated entry door, not the front entrance. Kindergarten students are accompanied to the door of their classroom at the beginning of the year and eventually line up to wait for the teacher outside. Grade 1 students begin the year by lining up to meet their teacher outside, although this eventually changes to entering the building at the bell like the Grade 2 – 5 students.

Student entry before school, following recess breaks, lunch, etc. is through designated doors shown in the following table (refer to the school map for room numbers).

Grade 1	Line up outside by Room 4 (east doors)
Grade 2 & 3	Entrance near Room 8 (east doors)
Grade 4 & 5	Entrance near Room 14 or Room 23 (south doors)

## SUPERVISION BEFORE & AFTER SCHOOL

Supervision before school does not begin until 8:20am. Parents who must drop off children before this time due to work situations, etc., should make arrangements for their child's supervision by another parent or contact the school office.

Supervision after school is in the courtyard only, and extends to 3:20pm. Students waiting to be picked up should wait in the courtyard outside the school office (not in the playground, the parking lot or by Evangel's entrance stairs). If students do not get picked up as planned, they should report to the office for assistance.

If parents are needing supervision for their children before 8:20am and after 3:20pm, please visit our website ([www.kcschool.ca](http://www.kcschool.ca)) to learn more about our Club Judah Before/After School Care program.

## VISITORS

**Parent Visitors:** In order to ensure the safety of everyone at KCS, we must be aware of who is in the building at all times. Parents are always welcome to visit the school, but before visiting the classroom, parents are requested to check in at the Front Desk. This enables the office to be aware of who is in the school and notify the approved visitor of where the class is at that particular time (as they may be in the library, computer lab, outside, etc.) All visitors during the school day (including parents and volunteers) are required to sign in with the office so they can receive a "visitor" nametag. This identification helps us keep our students and property safe from unwanted trespassers. School staff will ask any unregistered guests to sign in and notify administration.

**Child Visitors:** A request to have a non-enrolled friend accompany a student to classes needs to be made at least a day in advance to school administration. Requests will usually be denied unless there are special circumstances, or the child is visiting the school as a potential enrollee. Our own students and staff are our first priority.

## FIRE, EARTHQUAKE & CODE RED DRILLS

Procedures for emergencies are posted in each classroom, and teachers review these procedures with students. When the fire alarm sounds, students are required to exit in a quiet, calm and orderly manner, and obey instructions from the supervising teacher. A "code red" is called if an immediate school lock-down is warranted. Fire, earthquake and code red procedures are practiced during the school year.

# PARENT PARTICIPATION

## VOLUNTEERS

We love volunteers! It is a partnership between the school and home that greatly benefits children, parents and teachers. We warmly welcome those who wish to volunteer. All volunteers must register with the school prior to assisting in the school, and may be asked to complete a police background check (all teachers and individuals who work on an unsupervised basis with children at Kelowna Christian School must have a background check completed).

The following obligations are required from all volunteers assisting in the school:

1. Volunteers must observe all school policies and regulations and respect school confidentiality requirements.
2. Volunteers should respect the professional role and judgment of staff, remembering that school personnel are the authority at all times.
3. Volunteers should try to consistently meet their commitment to the school, especially if a teacher is depending on help with planned activities.
4. Volunteers should report to the school office to sign in and out.

## PARENTS IN ACTION (P.I.A.)

This group of elementary parents meets with the elementary administration to plan activities that build community and enhance the school experience of our students and parents. Examples of past activities include the hot lunch program, family gym nights, and parent workshops.

As well, the PIA has used proceeds from the hot lunch program to fund equipment and activities for the school, including sports equipment and cultural assemblies. Meetings take place a various times throughout the year. If you are interested in joining the Gordon PIA, or if you would like to volunteer some time in PIA activities, please contact the office for more details.



# ELEMENTARY SCHOOL ROUTINES

## SCHOOL SCHEDULE & STUDENT PLACEMENT

Entry Bell:	8:35am
Morning Classes:	8:40am – 11:20am
Nutrition Break:	10:00am <i>*exact timing at teacher's discretion</i>
Lunch:	11:20am – 12:05pm <i>* Kindergarten lunch is separate from Grades 1-5 for first part of the year</i>
Afternoon Classes:	12:05pm - 3:00pm
Recess:	1:25pm – 1:40pm
Dismissal:	3:00pm

### ***PROCEDURES FOR GRADE PLACEMENT***

When a child begins his/her education at Kelowna Christian School, great care is taken to ensure that he/she is placed at an appropriate grade level for the best opportunity for success. Research indicates that maturity gives a child distinct advantages in the classroom. It is important that parents who are registering children for kindergarten realize that a child's ability to succeed may improve with increased age. In other words, a child who is five by the end of August often has a distinct advantage over a child who does not turn five until the end of December. In some cases, parents of such children may delay kindergarten entry until the following September if they feel their child would benefit from such a delay. The school, in consultation with the parents, will determine grade placement of the student.

### ***PROCEDURES FOR CLASS PLACEMENT***

Dialoguing as a community of professional educators, the school is the best arbitrator of a child's optimal classroom placement. Parents can be a valuable part of this process. In May, the principal will solicit written input from parents regarding educational factors affecting their children. This written submission should describe educational factors only; requests for particular teachers will not be considered. Parent information will be accepted until the end of May. Information gathered from teaching staff, Student Support Services, administration, and parents is used to create well-balanced classes. At class placement meetings in June, team members carefully and prayerfully consider all educational factors. Factors considered include gender balance, learning strengths and weaknesses, behavioural issues, special needs, friendships, and teaching and learning styles. Each child is viewed as an individual and as a member of a diverse class. Parents and students are informed of class placements in an email sent out a couple weeks before school begins.

### ***LIBRARY***

During library class, students are given instruction in locating, evaluating and using information, and are given time to sign out books for research or leisure reading. The library is also open at selected times at lunch and after school. Library hours are posted on the door.

We appreciate the responsible attitude that students show toward materials from the library. However, the school needs to be reimbursed for materials that are lost, damaged or not returned. Students will not be allowed to check out new books until the matter is resolved.

## **CHAPELS & ASSEMBLIES**

Chapel or assembly times are typically scheduled for Wednesday mornings. All students in Kindergarten through Grade 5 are expected to attend. Chapels are very special times of learning about Jesus and building school community. Parents are always welcome to come to our chapels or assemblies.

## **GYM CLASSES**

Students will visit the gym for physical education classes on a regular basis and for various sporting activities. No students will be allowed in the gym unless supervised by a teacher. All students need to have non-marking running shoes for gym use. Grade 3 – 5 students must wear shorts or track pants and a school t-shirt. KCS t-shirts are provided to students once at the beginning of Grade 3, and once more as needed. If an additional t-shirt is required, it can be purchased from the office for \$15.



## **STUDENT AGENDAS (PLANNERS)**

We believe that it is a life skill to keep oneself organized and prepared. Students in Grades 4 - 5 use a planner to help them organize their materials, plan for assignments, and keep track of tasks. They receive instructions from their classroom teacher regarding this system during the first week of school. Assigned work is recorded in the appropriate space along with any reminders of special events or activities.

## **REPORT CARDS & AWARDS**

The elementary school year is divided into three terms, with report cards typically sent home in November, March, and June.

Kindergarten through to Grade 4 report cards use checklists and written comments to show how a student is progressing relative to expected outcomes in subject areas and personal development.

Grade 5 report cards use letter grades and effort marks (Excellent, Good, Satisfactory, Needs Improvement) to show student achievement in subject areas and personal development. The symbols and their percentage equivalent are as follows:

A	= 85% +	C	= 60% - 66%
B+	= 80% - 85%	C-	= 50% - 59%
B	= 73% - 79%	I	= Incomplete
C+	= 67% - 72%	F	= Fail

Grade 5 students may qualify for the Principal's List or Honour Roll, and Work Ethic List after each formal reporting period.

**Principal's List** = 3.7 or higher GPA with all G's given for effort marks

**Honour Roll** = 3.0 or higher GPA with no N's given for effort marks

**Work Ethic List** = "Good" work habit marks in all subjects with no more than 9 unexcused lates.

## SCHOOL PICTURES

School pictures will be taken early in the school year; families have the opportunity to purchase these pictures.

## FOOD ALLERGIES – PEANUT & NUT-FREE CAMPUS

We have students in our school that have life-threatening allergies to nut products and peanuts. In an effort to protect them, we endeavour to keep the campus free of all nuts and peanuts (coconut is not considered a nut and is not included in this policy). The school will not distribute nut products or peanuts. We ask for our school families' cooperation by not sending food to school or off-campus activities that contain nuts or peanuts. This is especially important to remember for class parties and social events.

While this policy limits food choices for students, it is an important enough health issue to warrant these steps. It is possible for students with peanut/nut allergies to react to smells, oil residues, and traces of nut dust. As well, increased contact often results in increasingly severe allergic reactions. If there are other life-threatening food allergies present in the classroom, that classroom's parents will be notified so they can avoid sending that food to school or serving it at class parties.

If you have questions regarding this policy, please contact the office.

## LOST & FOUND

It is imperative that each student takes responsibility for his/her belongings. It is helpful to students to have their items (including PE attire) labeled by a parent.

Lost articles of clothing are kept in the Lost and Found Box located in the hall by the office. The Lost and Found items are removed from the school and donated to a local charity after being displayed on tables in the hallway. This is done approximately once a month. Small items or items of greater value (e.g. watches, wallets and eyeglasses) will be kept in the school office.

## TELEPHONE USE

During school hours, students may use the telephone on a telephone pass basis only. All students need a phone pass from their teacher. Students forgetting non-vital items at home or asking parent's permission to go to a friend's house after school will not receive a phone pass.

If you would like to contact a teacher or student during school hours please leave a message with the secretary or on the answering machine. Students and teachers are normally not available during class hours (8:40 - 11:20, 12:05 - 3:00) to receive phone calls.

## LOCKERS

Some students in grade 5 will be provided with a locker. These lockers will not have locks on them, but a carabineer. Students are responsible for keeping their locker clean and free of damage. Tape is not permitted to be used as it removes the locker's paint. If a carabineer is damaged or lost, a replacement charge of \$3.00 will be charged. Poor stewardship of a locker may result in the loss of the privilege of using that locker. Each locker's condition will be checked at the end of the year.

## SCHOOL SUPPLIES & RESOURCES

### ***INDOOR SHOES***

For safety and dress code reasons, all students are required to wear shoes in class. During wet or muddy weather conditions, students should have an extra pair of footwear at school for indoor use.

### ***SCHOOL SUPPLIES***

A school supplies list for grade 1 – 5 students is posted online. All paper-based supplies (e.g. duotangs, writing and art paper, workbooks) are supplied by the school. Kindergarten students have all supplies provided by the school.

### ***REQUIRED BOOKS***

Textbooks are supplied for all classes and students are responsible for books issued to them. Students with damaged and/or lost textbooks will need to have their parents pick up their report from the office so they can pay for a replacement. Grade 3 students are provided with a standard copy of the New International Version of the Bible for class use for their grade 3 to grade 5 classes. Bibles are also available for purchase at the school office for \$22.00.

### ***LEARNING ASSISTANCE***

Learning assistance may be provided for elementary students who are experiencing difficulty in a subject area. The classroom teacher may submit a referral form to the Learning Support department, and after consultation with the parent(s), formal and informal assessment may be initiated to determine the most effective way to meet the needs of the child.

An Individualized Education Plan (I.E.P.) may be created by the department after consultation with the principal, classroom teacher, parents, and student. These plans include objectives, strategies for learning, and methods of evaluation. Although the homeroom teacher is responsible for implementing I.E.P. recommendations, some instruction/remediation may be provided in the learning assistance room or through a teaching assistant. Confidential records are kept for each pupil. Reviews of the I.E.P. are done on a regular basis as learning assistance may be a short or long-term need.

### ***SPECIAL NEEDS STUDENTS***

All special needs students will have an Individualized Education Plan (I.E.P.) in place that includes adaptations or modifications as required. The education offered at Kelowna Christian School provides learning opportunities for all students, whenever possible, regardless of abilities or special needs. God equally values all children, and being part of a regular, ongoing community is important to all children, including those with disabilities. Friendship between disabled and non-disabled children is mutually beneficial and encouraged through participation in classroom routine.

## ATTENDANCE

The school's attendance policy marks the convergence of several values: safety, respect for others, self-discipline, giving one's best effort, and honesty. It is our commitment as a school to provide families with the information needed to make wise decisions and uphold school values.

### **ABSENCES**

Three main reasons exist for advising the school of student absences: safety (we want to ensure students are not missing during transit to school), legal requirements (for funding purposes, the Ministry of Education requires the school to account for student absences), and student learning (achievement likely suffers when students are absent, and absences create extra work for school staff). For these reasons, parents are asked to...

- Advise the school office before 8:35 a.m. if your child will be absent or late for any classes that day. The reason for each absence can be given in person or by note, fax, email (elementary@kcschool.ca) or telephone (250-861-5432).
- Make medical and dental appointments for outside of school hours, if possible. Advise the office of appointments which your child must keep during school hours.
- Advise the office several days in advance if your child will be absent for a pre-planned time period (e.g. family vacation). This allows office staff enough time to inform all your child's teachers, so they can prepare appropriate make-up materials. In elementary grades, much of the learning is dependent on teacher instruction and it may be difficult to assign make-up work to be independently completed. At the intermediate level, failure to complete make-up work will negatively affect report card grades.

### **LATE ARRIVALS**

Being late to school shows disrespect for teachers, office staff, and other students by disrupting routine and creating extra work. Lates also cause children to miss needed instructions and learning, and may cause stress or embarrassment for the student. The message sent to the child and the school is that what happens at school is unimportant, and is poor modeling of responsibility.

#### **Excused Lates**

There are occasions when lates need to be excused. These considerations include appointments, health issues, road conditions (including snowy/icy weather, traffic accidents and road construction), and car problems. If these events cause your child to be late, parents are asked to...

- Request that the late be excused. This is done by advising the office as soon as possible of the reason for the late. The request will only be accepted from a responsible adult – not a child. The request for the late to be excused may be made in person or by note, fax, email (elementary@kcschool.ca) or telephone (250.861.5432). Please note: after one week, any lates that have not had a request granted will be considered unexcused.

## Unexcused Lates

Any late that has not been excused will be considered an unexcused late. Unexcused lates will be dealt with in the following manner:

- At 5 unexcused lates in a school term, a letter will be sent to parents advising them of the issue. Parents will be asked to acknowledge receipt of this letter.
- At 10 unexcused lates in a school term, the principal will contact parents directly, advising them of the issue and seeking to rectify the problem. Intermediate students will no longer qualify for that term's Work Ethic List.
- At 15 unexcused lates in a school term, parents will be asked to meet with the principal as there is evidence of lack of required support of school policies and values.

## BREAKS

### ***RECESSES & LUNCH BREAK***

Students have a 45-minute lunch break from 11:20am – 12:05pm and a 15-minute recess in the afternoon from 1:25pm – 1:40pm. For the first two terms of the school year, Kindergarten students have a separate lunch break from 11:35am to 12:25pm. Students have approximately 15 minutes to eat lunch in their classroom and are required to sit at their desks to eat. Teachers will try to ensure that the food is eaten.

Due to the fact that we have carpet in our classrooms, we would appreciate if families did not send red or purple juice (e.g. grape, raspberry) or anything else that may cause stains that are difficult to get out of the carpet.

### ***OUTSIDE BREAKS***

After the 15-minute time period for eating, students are asked to finish their lunch, then go outside to play. School staff members supervise and monitor all recess and lunch breaks. Various athletic equipment is available for students to use at recess and lunch, and our students enjoy a well-equipped playground area.

### ***STAYING IN AT RECESS OR LUNCH***

Students who need to be excused from recess or lunch activities must have a note from their parents. These pupils will spend recess engaged in quiet activities in the library. Students may need to stay in to work during recess or lunchtime to finish incomplete schoolwork or as a behaviour consequence.

### ***INCLEMENT WEATHER & GREEN DOT DAYS***

Please ensure that your child is dressed properly for the weather. Proper coats, gloves, hats and boots should be worn during the winter months. Students should not play on wet days without a coat and boots. In the case of inclement weather (excessive rain or cold), the administration will determine whether or not students will be allowed outside for recess.

On days when there is considerable rainfall or wind chill temperatures are below -15C, a green dot will be displayed on the office door in the morning to indicate that students can enter the school building upon their arrival. On "green dot days" students may go directly to their classrooms to do quiet activities. At lunch and recess breaks teachers will provide supervision inside.



# STUDENT OPPORTUNITIES

## INTRAMURALS & EXTRA-CURRICULAR ACTIVITIES

Intermediate students at Kelowna Christian School have the opportunity to take part in various athletic activities including intramurals and extra-curricular sports. Intramurals take place during designated noon hours; the focus of this program is on participation, fun, and the encouragement of student leadership. The extra-curricular athletic program emphasizes these concepts as well as skill development. After school practices and games are required for some of these sports. Parents must give permission for their child to make a commitment to a school team.

The school has also offered after-school programs during each of the three terms. Past programs have included various sports, science fair, drawing and painting, and sculpture. Registration forms are distributed through homeroom teachers and through the campus website.

## ADDITIONAL EXPENSES & STUDENT FUNDRAISING ACCOUNTS

At various times during their years at KCS, students may be asked to pay for certain extras which are not included in the school fees. Such things as skiing and extracurricular activities may have additional costs associated with them. If there are any concerns or questions regarding these costs, we encourage parents to discuss the matter with the teacher or administration. We never want finances to hold back a child from participating in school opportunities.

One way in which students are able to cover these expenses is through personal Student Fundraising (SFR) accounts. Beginning in the third grade, students have the opportunity to participate in school-sponsored fundraising. The money that is designated towards SFR accounts can be used to pay for school events as ski programs, or saved to be used for future activities in middle or high school (e.g. Vancouver trip, mission trips, sports teams). The minimum amount that can be taken out of the account at one time is \$10.00. Funds cannot be transferred between non-related students, and cannot be taken with the student should they leave Kelowna Christian School.

SCRIP sales are also a very effective, low-effort way of contributing to your child's fundraising account. SCRIP order forms and information can be found [online](#).

## SKIING & SNOWBOARDING

Grade 4 & 5 students participate in the Ski Program, which consists of three full days at one of the local ski hills. This program provides skiing or snowboarding lessons, lift tickets, and rentals (if required) at a very reasonable price.

## SWIMMING LESSONS

As part of the Physical Education program at Kelowna Christian School, students in Grade 3 participate in swimming lessons. These lessons are included in the tuition.

# STUDENT EXPECTATIONS | CODE OF CONDUCT

## DISCIPLINE

Children, much like adults, are a work in progress. We are all learning about God, ourselves, others, and how all three interrelate. As a work in progress, we all make errors of judgement and require discipline in order to learn from our experiences. The school staff endeavours to partner with parents in the training of Godly students. The goal of all discipline is to help the individual develop self-discipline, restore relationships, and protect the school's environment of learning and growth. A wide range of methods and approaches are used at the discretion of the teachers and administration.

The standards for behaviour at Kelowna Christian School are outlined by the school values of passion for God, acting with love and respect, having a Biblical worldview, being responsible for one's personal development, and serving others. When a student requires discipline, the goal is to bring the problem to an end and to benefit from the learning experience. Students who are disciplined will be helped to understand what they have done wrong and to take ownership of both the problem and its solution. Wherever appropriate, parents are kept informed and involved in this process. Misbehaviour such as bullying, bad language, fighting, or flagrant disrespect for others are considered serious incidents and may be subject to immediate suspension from school.

If a parent has a question about how a discipline situation has been handled by the school, he/she should contact the school. Begin at the lowest level (usually the staff member who dealt with the issue). If agreement cannot be reached at this level, then administration may be contacted. Full details on the fair procedures parents can expect to have happen and an appeal process can be found in Policy 409 on the [KCS Policy webpage](#).

## BULLYING

One of our school values is to show love and respect in relationships with all people regardless of their gender, race, culture, religion, sexual orientation or gender identity. Each student has the right to feel included in the school community, feel physically safe and socially connected. Bullying will absolutely not be tolerated. It is not a normal part of growing up, it does not seek to imitate Christ by putting others before oneself, nor is it healthy for the victim or bully. There is no viable rationalization for bullying.

Bullying can be defined in a number of ways. Key to understanding bullying is the realization that it involves disrespect for others, created through a power imbalance, and may involve repeated incidents. Through this disrespect, the student or group acting as the aggressor creates an environment which disrupts the physical or psychological safety of another student or group. This environment can be created through the actual use or mere threat of physical harm, harassment, intimidation, or social ostracization. It is not limited to behaviour that occurs at school. It may occur off campus or after school hours, and it may happen through direct personal contact or through texting, email or social media. If the behaviour of an individual or group of students cause another student to feel threatened, harassed or socially blacklisted, it will be dealt with as bullying.

Students at Kelowna Christian School are taught to report bullying incidents to their teacher, so they can be dealt with. Teaching staff will deal with the issue initially and will also inform administration so that bullying behaviour can be documented and monitored. The aim of school action will be to stop the bullying immediately and the victim and his/her family will be supported by the school. Parents will be informed if their child is involved in a bullying incident as the aggressor or the victim. If parents are aware of bullying issues or suspect that bullying is taking place, they are asked to inform school administration, so the matter can be properly dealt with. Not reporting a bullying incident hides the problem, sends a wrong message to the victim and bully, and may allow bullying to continue or spread to other

students. Consequences, from the removal of privileges up to/and including suspension will always be applied. In elementary grades, consequences need to be followed by proper counselling. It is important that bullying incidents be understood from the victim's perspective as the aggressor may not fully understand or accept the significance of his/her actions and how they were interpreted by the victim. Following action against bullying, the school will follow up by periodically checking in with the victim and the perpetrator to ensure that bullying does not reoccur. A pattern of bullying will result in the student's enrollment being reviewed. Restoration of a proper, respectful relationship is always the goal.

## RESPECT FOR PROPERTY

Students are expected to be good stewards of school property. The following procedures should be noted:

1. Students are to eat lunch in their classroom at their desks. If snacks are brought outside, all garbage should be disposed of in the garbage can outside.
2. Deliberately defacing furniture or walls is a serious offense. Students will be required to pay for willful damage to school property or equipment.
3. Gum chewing is not allowed in class.

## DRESS CODE

Students come to Kelowna Christian School to learn, work, and interact in positive ways. The appearance of our students and staff needs to support and emphasize both the purpose and values of the school. What may be perfectly appropriate to wear in some other settings is not necessarily appropriate for school. Having a dress code teaches students to be neat, clean, to respect the values and learning environment of the school, and to be considerate of others. In the elementary grades, part of the reason for the dress code is to train students before they encounter the physical and societal pressures of adolescence.

All student dress must conform to the following criteria. A student whose appearance does not conform to these guidelines will be asked to change before returning to class.

1. Students will dress in a manner that supports the values of the school. Attire that promotes a non-Biblical lifestyle is not permitted.
2. Students will dress neatly and modestly so they are not a distraction to others. Some examples of clothing that do not meet this criterion include, halter tops, spaghetti straps, and exposed midriffs and/or underclothes.
3. Piercings are limited to ears.
4. Outside attire, such as hats, coats, and sunglasses, should not be worn in class.
5. With the exception of gym classes, students may not wear shorts at school during the months of December, January, and February.

## ELECTRONIC EQUIPMENT

Part of the reason for attending a school community is to learn to interact with others in positive ways. With this in mind, personal listening and gaming devices (e.g. MP3 players such as an iPod) must not be used while at school (including lunch and recesses). These items should be left at home and will be subject to confiscation unless teacher permission for a specific class activity has been granted. Mobile phones should never interfere with the classroom learning environment and are not allowed to be used during school hours. For privacy reasons, students should not take pictures or video of others at school unless it is for a specific school activity or they have received permission.

## PLAYGROUND RULES

1. As a “Me Third” school, we emphasize putting others above ourselves. Students are instructed to engage in activities that do not go against our MeThird philosophy (e.g. running up the slide while others are trying to slide down or playing a tag game in the middle of a soccer match).
2. Games involving play fighting or tackling are not allowed. This includes British Bulldog.
3. Within the Evangel property, the parking lot, the creek, and fenced off areas are out of bounds.
4. All areas of the neighboring properties are out of bounds.
5. Being considerate of others’ safety, students must not throw snowballs.
6. During all recesses, the playground area with the slides is reserved for students in Kindergarten to Grade 4.
7. The side alley is reserved for students in Grade 4 & 5.

## HEELYS, BICYCLES, SKATEBOARDS, SCOOTERS & IN-LINE SKATES

Students who bring bicycles to school are asked to ride cautiously in the parking lot. Helmets are mandatory – it’s the law! Upon arrival, bicycles are to be parked and locked in the stands provided. The school takes sensible precautions to protect bicycles while on school property; however, bikes are brought to school at the families’ own risk. Skateboards and in-line skates are not to be used on school property. Infractions will lead to confiscation. Heelys, or other shoes with wheels on the bottom, are not to be worn at school.

## HOMEWORK

Homework is assigned on an age-appropriate basis, and for most children in the lower grades, is limited to such things as reviewing arithmetic facts, learning spelling words, and reviewing memory work. Intermediate students need to establish good study habits and will have to study for tests or complete projects at home. Assignments that are not completed within school time may also be sent home as homework.

### How Can Parents Help?

- establish a consistent “homework time” at a quiet space to work
- provide resources (dictionary, pencils, proper lighting, etc.)
- encourage efficiency through organization of time
- practice math drills
- read with your children and discuss the ideas found in what they have read
- check for understanding of material in preparation for upcoming tests
- help with spelling
- encourage completion of tasks
- praise your children for their efforts

Teachers regularly check student assignments and will expect incomplete or carelessly completed assignments to be redone.