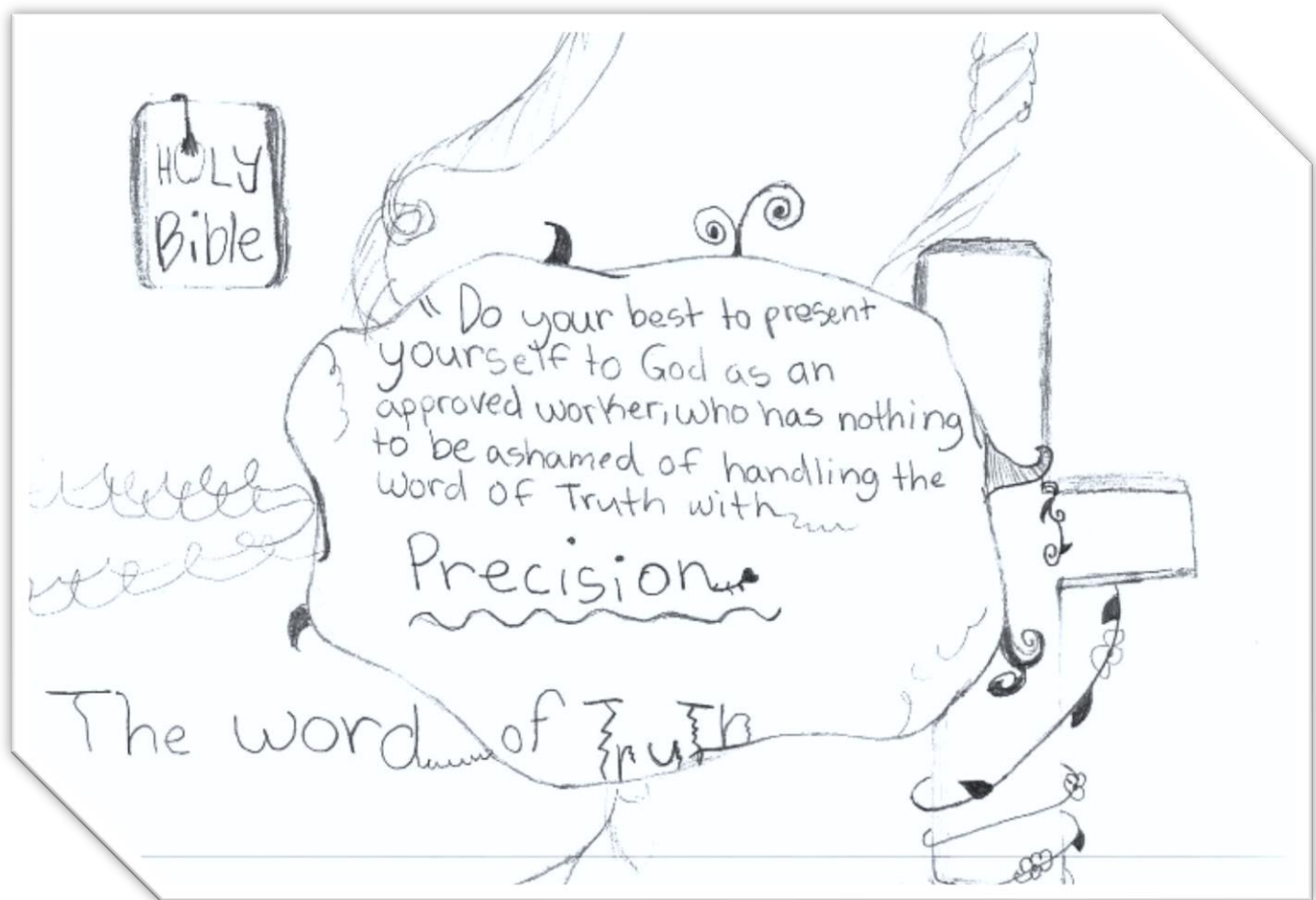


# Mountain Christian School

## Family Handbook

2020 - 2021



9700-5 Street  
Dawson Creek BC V1G 3L4  
[www.mcsed.ca](http://www.mcsed.ca)  
250-782-9528

## **From the Principal**

In partnering with Christian families, our goal is to support them in the academic, personal, social, physical and spiritual growth of their children. We hope each student will discover the full measure of beauty of who they are in Christ through their time at MCS, and we hope they experience the love that Jesus has for them at our school, which will meet them as they are. Students at Mountain Christian School will learn in a balanced, engaging, 21<sup>st</sup> century environment centered on a Biblical worldview.

We desire each person to experience our student body as a warm, encouraging and inclusive community. We long for everyone to make a whole-hearted commitment to Jesus Christ and consider how living faithfully for God can beautifully shape the world around us.

We also want to give our students the skills needed for asking great questions, seeking and organizing useful information and working cooperatively with others to manage and address real-life problems. We want Mountain Christian School to be a rich experience for our students, staff and families. We want people to feel like they are truly part of an amazing, life-giving community. Learning in the classroom is only one part of the experience at MCS. Our students also have opportunities to serve, collaborate, learn and experience transformation through extra-curricular activities and our missions' program.

We hope you will grow in your relationship with Jesus Christ during your time in our community as we humbly strive to build God's kingdom together.

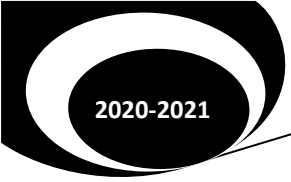
**Ms. Eva Hutchinson**

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## Our Mission Statement

**"Mountain Christian School is committed to supporting Christian families in the Academic, Personal, Social, Physical, and Spiritual development of their children by using Biblical principles with the goal of graduating responsible, growing disciples of Jesus Christ who will glorify God through a life of service to God and others."**

This Mission Statement is the tool we use to move students, parents, teachers, and our community closer to the desires God has for us. It interacts with all facets of school life: policy & guideline development, curriculum, teaching style, management and discipline, leadership and outreach, and opportunities for personal growth and development.

We believe that living a Christian life is best done in an emotionally and spiritually healthy community. We do not see maturing in the faith as an individual pursuit between us and God, but as a communal activity, where we support, encourage and hold one another accountable. Accountability works best within the context of meaningful relationships and not in punishment or retribution. We desire to know each student well enough so that we can 'speak into each area of their lives with great and Godly impact.

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 'life-style statement.'

"Whatever you do, work at it with all of your heart as working for the Lord and not for men." Col 3:23.

## Our Philosophy of Education

The word 'philosophy' can be defined as:

***"The belief, concepts, and attitudes of an individual or group, is a search for truth through logical reasoning; or as pursuit of wisdom."***

The Christian philosophy of education is based on the authority, authenticity, and reliability of the Bible, the centrality and authority of Jesus Christ, a personal commitment to Jesus Christ, and the ministry of the Holy Spirit.

***"We believe that every Christian home should be given the opportunity to offer their child a high quality Christian education"***

## Our Statement of Faith

### We believe . . .

- The Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- There is one God, eternally existent in three persons — Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascendance to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).
- In the resurrection of both the saved and the lost — the saved to the resurrection of life, and the lost to the resurrection of condemnation (John 5:28—29).
- In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13).
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly Life (Romans 8:13 — 14, Ephesians 4:30, 5:18).



## School Organization

Mountain Christian School is a Group 1 Independent School that comes under the operational authority of the Mountain Christian School Society Number S24228. The Society has established a School Council, which falls under the authority of the board of directors of Bethel Pentecostal Church.

The School Council is mandated by the Society to assist in the operation of our school in overseeing our missions program, graduation program and extracurricular programs.

## Non-Discrimination Policy

Mountain Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, hiring policy, scholarship and loan programs, and athletic and other school-administered programs.

## Why Mountain Christian School?

Here at MCS we are committed to raising the standard of education for young people. This is achieved through our mission statement in several ways. First, we significantly differ from the public school system. Every morning is started with devotions and prayer to help center our students toward God's peace and love for them, and every day is ended in prayer to encourage students to leave school with thankfulness and gratitude in their hearts.

Secondly, we host chapel services where we have a time of worship and speakers who speak directly to our young people. Students are also provided with many opportunities for student leadership.

Third, our curriculum is taught from Christian worldview, allowing students to discover the various qualities of God through all subjects taught. This also encourages critical thinking skills in our middle and Senior School students. As students deepen their understanding of God, their relationship with Jesus deepens and they are more able to become effective servants and stronger witnesses. It is mandatory that each grade takes a Biblical Studies course, again helping students to ingrain Christ into everything they do.

Finally, our discipline and code of conduct are restorative and grace-focused. We have a high standard of personal conduct and behavior for our students, and we recognize that no one can ever *arrive* at perfect behavior. Our code of conduct serves as a reminder to students who need it, about what is acceptable and unacceptable behavior. Discipline at our school aims to restore students by gently and honestly guiding them through their problems, and creating behavior plans (when necessary) to help students strive to reach their full potential academically, as well as spiritually and socially. All students sign the 'Community Standards Contract,' as acknowledgement of their understanding of the higher standard of behavior that is required of all Christians.

As students, teachers, families, and the Christian community help students to realize success in these areas, our mission statement becomes an agent for transformation and success in all Christ would put before us.

## **Spiritual and Academic Qualifications of Staff**

A close walk with the Lord is one of the highest priorities in choosing staff. This is evidenced in the active engagement and involvement in a Christ-teaching church. Staff also demonstrate a commitment to spiritual, professional and personal growth and health. Those seeking a position on staff at Mountain Christian School must be committed to an involvement in the issues of the school. The cost of a wholehearted commitment needs to be considered. A commitment to strive for excellence in all areas, especially spiritual and academic, is essential.

### **Qualifications of Staff**

- a) A good working knowledge of the Bible
- b) A knowledge of the philosophy of Christian Education
- c) An educational background that includes a valid teaching degree or equivalencies.
- d) An interest in and commitment to learning
- e) A love for people
- f) The ability to effectively discipline
- g) Good health
- h) A valid BC teaching certificate

### **Staff Commitments**

- a) A continuous study of God's Word.
- b) A continuous study of the philosophy and goals of Christian education.
- c) A commitment to professional growth on a yearly basis.
- d) Taking advantage of seminars, in-service and conferences as opportunities arises.

## **Volunteer Policy**

The MCS School Board recognizes that the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school and its families. The assigned administrator or his/her designee shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility, and integrity. MCS will not be obligated to utilize the services of a volunteer whose abilities or interests do not serve the needs of the pupils.

## Guidelines for Volunteers

1. Volunteers serve only under the direction and supervision of a teaching staff member.
2. Volunteers perform no service outside their established duties.
3. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. Volunteers respect the individuality, dignity, and worth of each child.
5. Volunteers are not permitted access to pupil records.
6. Volunteers exercise discretion in discussing their school and personal activities with others while in the role of volunteer.
7. Volunteers may consult with the appropriate administrator regarding their duties and responsibilities.
8. Volunteers work without compensation of economic benefits.
9. Volunteers are expected to model Christian values and standards. Volunteers are screened using the same measures as when selecting staff. Specifically, they will demonstrate the following:
  - a. A genuine interest in children
  - b. An ability to maintain confidentiality
  - c. Provide a criminal record check
  - d. Provide a Pastoral reference with evidence of regular church attendance
10. All volunteers must submit an application to the Bethel Church Board for approval. This must be done in writing. A letter can be dropped off at the school or Bethel Church.

## School Office Policies

The Main Office is the center of operation of the school. If you need assistance, you should come to this office. If a parent comes to the school to see their child or to meet with a teacher or principal, they should first come to the Main Office and wait for direction from the office staff. **The Main Office is open during regular school days and maintains hours from 8:30 a.m. to 3:30 p.m. Our summer hours will vary.**

### Privacy Policy

MCS is dedicated to keeping parent and student information safe and secure. Credit card numbers, Student academic records, student health information, and other sensitive student information are kept under strict policy guidelines. For more information, visit [www.mcsed.ca/privacy](http://www.mcsed.ca/privacy)

### Students from Alberta Admittance Policy

Mountain Christian school may accept students from both BC and Alberta. However, due to provincial funding restrictions, we have a limited ability to accept students whose primary residence with their guardian(s) is in Alberta. This also includes children who are not deemed to be 'ordinarily resident' in BC under the BC School Regulation. Tuition rates for non-BC families are substantially higher than BC residents.

## Visitors

All guests or visitors (including past students) must report to the school office for authorization to be on campus. Guests or visitors who do not have/receive authorization to be on campus will be asked to leave. We encourage students to bring prospective students to school. If a student wishes to bring a guest to class, permission must be obtained from the classroom teacher(s) and the office at least one week prior to the anticipated date. This is intended as a benefit for potential students and is not for social purposes. Exceptions may be made for out-of-town guests or visiting relatives.

## Picking Up Students from School

Parents and/or family members must be authorized through the office to pick students up from school. For safety reasons, students may not leave the campus with someone who has not been authorized. In the case of an emergency, where an authorized person is unable to pick up a student, the office must be made aware of who will be picking up the student that day. When you arrive to pick up your child, you can either wait outside or in your vehicle for the student to leave the building, or you may visit the office and wait there. To avoid confusion, it is best to pre-arrange with your child how you will pick them up.

**Parents/guardians of Kindergarten students are required to pick up students directly from the child's classroom.**

## After School Activities

After classes are dismissed and unless students are staying for a school activity, they are to leave the building and school grounds by 3pm. Students involved in an activity or remaining for extra instruction must leave promptly after the supervising teacher dismisses them. Teachers will not be responsible to supervise students while they are waiting for their ride after 3:00pm. Parents please ensure that your child has a ride home immediately after school. All students waiting for a ride must wait outside after 3:00 unless the Principal has approved an alternate. Young students will be brought inside to wait at the front office for their ride if their ride is late.

## Student Telephone Use

Students are permitted to use the classrooms telephones only during lunch and after school, and only at the discretion of the classroom teacher. Students in grades 9-12 are permitted to carry cell phones, but they **must** be turned off during school hours and/or stored in lockers.

**Students are not allowed to go to the office to make or take calls.** Arranging rides for after school should be done prior to coming to school. Students may use the classroom phones during lunch time to make a call home, but must get permission from their teacher first. Students in grades 9-12 may use cell phones during lunch time, before and after school and during breaks. See the school policy on technology use for appropriate uses of cell phones.

## Parent Communication

Parents, please limit telephone calls to students. Phone calls to students are very disruptive to classes, and students are only allowed to phone home at designated times. Classes will not be interrupted to deliver messages unless it is an emergency. Arranging rides and after school activities for your children is not considered an emergency. If something changes in your child's transportation, leave a message that includes instructions with the office and it will be delivered to the classroom teacher.

## Change of Address

Please notify the front office as soon as possible regarding any change in a student's address, telephone number, email address, doctor or dentist. This information is imperative for our emergency, health, and financial records. If this information is sensitive, please inform the administrative assistants in the main office with your confidentiality requirements.

## Technology Use Policy

While access to information through hand-held devices and computers has become an opportunity for learning, it also comes with some challenges. At MCS, we want to provide students with high quality, secure and safe access to technology and the internet, and we also want to teach our students self-discipline, discernment and etiquette for using these powerful tools. Keep the following policies in mind for technology use at MCS:

- ✓ Uphold the school's values in all forms of communication through technology use at MCS.
- ✓ Cell phones may only be used by students in grades 9-12 during designated times. **Students may not use their phones to bypass the school's network security.**
- ✓ Never use another person's account information, email, passwords or other accounts. If you find a computer logged into an account, log it out without using it.
- ✓ "Hacking" into any part of the school's network or another person's account will be treated as an extremely serious offence and counted as vandalism.
- ✓ Student use of the Internet will be supervised and electronically filtered.
- ✓ Students who need to print documents or information from the Internet must have pre-approval by their teacher. Students may not print anything at school for personal use.
- ✓ Students are responsible for adhering to copyright guidelines.
- ✓ Students are responsible for avoiding websites that are profane, obscene, or that advocate illegal acts, violence or discrimination toward other people.
- ✓ If students accidentally gain access to a site that is inappropriate, they should immediately inform a teacher to protect themselves from future consequences, and to also allow our staff to protect others from those sites with our filtering software.

- ✓ Composing or transmitting anything that may disrupt the working of the computers or school network is prohibited. Students must follow precautions to prevent viruses from being introduced onto the school's computers.
- ✓ Passwords should not be shared and students may only log on to their own accounts.
- ✓ Appropriate language in all communications is expected. Abusive, threatening, profane or obscene language, in short form (abbreviations) or long form are inappropriate. School email may be monitored.
- ✓ Accessing, storing or printing pornographic, racist, or other offensive materials is prohibited.
- ✓ Guard your personal information on-line, such as phone numbers, addresses, credit card information or any financial information.
- ✓ Students should regularly delete unnecessary files, and may not store large files (music, movies, and games) on the school's hard drives.
- ✓ Violation of these guidelines may include the immediate loss of all technology use privileges.
- ✓ Above all, students agree to use all resources and facilities provided by the school according to the principle of Philippians 4:8 – "... whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, and whatever is admirable— if anything is excellent or praiseworthy — think about such things."

## Personal Electronic Devices

School is a learning environment where the use of electronic devices can be both an important tool for learning and a distraction. Electronic devices, when integrated into teacher directed learning, can be very valuable in a classroom setting. **Students are permitted to have electronic devices (laptops, cell phones, Ipods, CD Players, MP3 players, tablets, cameras etc.) at school but are advised to store them in their locker during class time.** Students in grades 9-12 may be allowed to use personal media such as cell phones, tablets and mp3 players during breaks. This privilege can be removed if it is abused. **Electronic devices may not be used during class time unless specifically permitted by the classroom teacher.** Using electronic devices inappropriately will mean having them confiscated for up to one week, and may require the retrieval by a parent. Repeat offences may result in the privilege of having an electronic device at school revoked. If parents must leave an urgent message with their child, parents are encouraged to leave a message at the front office by calling the school at (250) 782-9528.

The school has the right to access **any files, in any account, on any device brought into the school.** By using any technology (yours or the school's) on campus, you are accepting the terms of this policy. Above all, we ask students to consider their actions and use discernment to **use technology with integrity.** Items not specifically listed in this policy may still lead to disciplinary action and students are expected to use their best judgment in these events. Our technology policy is subject to change at any time.

## Driving and Parking at School

Driving to school and parking at school is a privilege for students. Student driving practices must comply with the stipulations of the Government of BC, including “new driver” restrictions. Students’ vehicle information must be registered at the office. As a courtesy to our neighbours, students are asked to park in the designated student parking area and not on the grass or on neighboring streets. Student vehicles are not permitted in the staff parking lot. Students who bike to school must lock their bike up in a spot designated by administration.

Students cannot drive other students in personal vehicles for school sponsored events unless written permission from parents has been received prior to the event. The following are guidelines for students driving for school sponsored activities:

- The MCS bus will be our preference for transportation for all school events.
- When it is not possible to use the bus, a parent or teacher will be asked to drive. Only when it is absolutely necessary, will students be permitted to drive to school sponsored activities. Whether teachers, students or parents drive students to school sponsored events, the following conditions **must be met**:
  - ✓ The driver must have a valid driver's license and follow all licensing requirements;
  - ✓ The vehicle must have at least \$5,000,000 of liability insurance.
  - ✓ The vehicle must drive **in convoy** with the rest of the group.
  - ✓ The student (whether driver or passenger) must have written and signed parental permission.
  - ✓ 12+ passenger vans must be approved by the School Board for every use.
  - ✓ Vehicle must be equipped with acceptable tires for seasonal driving. Treads should not be overly worn, and winter tires are mandatory from the first snowfall.

## Attendance Procedures & Policy

Punctuality is a habit that fosters success. It means being prepared and demonstrating a belief in the importance of the tasks at hand, and becomes a statement of commitment that others can visibly see. Prospective employers often check for secondary attendance and tardiness records. Government regulations for school funding require strict recording of all school absences and late arrivals with reason(s) stating why. In order to comply with this, **the school requires a note or direct contact from a parent/guardian to the office when their child is late or absent from school.**

School sponsored activities that take students off campus or out of their normally scheduled classes are not considered an absence. All absences affect learning, and sub sequentially, their academic level of success.

It is advisable for parents to discuss their child’s academic standing with his/her teacher(s) before planning trips. The difficult task of completing assignments on their own could result in a low grade or even a failure in a course.

## **Senior School (Grades 9-12)**

In the event of an absence, it will be the student's responsibility to collect and complete all homework and arrange due dates with their teachers. Students who are away can check the homework websites for missed assignments. Students may also find a 'buddy' in class to bring them work if necessary. Students who know they will be away should bring in a signed note one week in advance to give their teachers enough time to prepare the work in advance. Exceptions may be made if the absence is unforeseen, or if the student knows less than a week in advance about the planned absence. Time-off is not recommended during end-of-semester final exams (January and June).

## **Junior and Little School (Kindergarten – Grade 8)**

Parent(s)/guardian(s) should ensure that agendas are being checked and used daily to communicate with teachers. In grades 4 through 7, students should have more responsibility to ensure they are staying caught up in their school work. If your child will be away on a planned absence, please send a signed note, at least one week in advance, to give teachers enough time to prepare the work. If your child is sick for more than one day, please come into the school to get missed work, or arrange to have missed work dropped off by a classmate or another parent.

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

If a student is absent, a parent or guardian is required to phone the school (250-782-9528) or send an email to: [info@mcsed.ca](mailto:info@mcsed.ca) before 9:00 a.m. Email is our preferred method of communicating absences.

## **Leaving Campus**

Students in Kindergarten through grade 11 must stay on school property during the school day. Exceptions are made only with the written or verbal permission of a parent/guardian and will only be granted for medical purposes or an essential outing with the family. Two students will not be granted permission to leave the school together. When students reach grade 12, we permit them to leave the campus in an unsupervised manner during lunch time and their spare block (see sign-out policy), if there are no academic or behavioral concerns.

## **Late Policy**

Students who arrive late to school must report to the office to obtain a late slip. Senior School students who report late to their first class must also get a late slip. The late slip needs to be given to the classroom teacher after you receive it from the office. The teacher with the following may address a pattern of unexcused, habitual lateness:



**All Students****Two or more unexcused morning lates**

Parents are informed and asked to verify the reason for absences. If the reason happens to be the fault of the student, the school will investigate and determine if support can be provided to the family to help motivate the student. If the reason is not the fault of the student, but rather the family- the school team will meet and make accommodations to the students learning needs if necessary.

**Continuous unexcused late arrivals after the parents are informed, and no change is noticed.**

If home learning is possible the student will be given extra work or projects to ensure his/her academic progress does not stall. If home learning is not possible, and the student's progress is affected, adaptations and modifications may be necessary. Teachers will notify parents when the student work is changed to suit their learning needs better.

**Morning Arrival**

For all students, school begins at 8:45 am. Students who arrive on the bus have an extra 5 minutes to proceed to class. Any non-bus student who arrives at school after the first bell must get a late slip from the office.

**Skipping Class**

Skipping class is a serious offence because the school is responsible for both the education and overall safety of students while at school. If a student is skipping, that means no one knows where they are, and they are missing valuable instruction time. For a first skip, a student will be sent home or placed on an in-school suspension. Students who skip are required to complete missed work from that day and will not be given any extensions on work missed during a skipped class. Further skipping will be dealt with more severely at the discretion of the Administration.

**Sign Out Policy (Grade 12 only)**

- Students must sign out in the office when they leave campus during spares or lunch breaks.
- Sign-outs during spares are only allowed with approval from administration. Students who have spares during the first block of the day do not need to sign out unless they have already arrived at school and are leaving campus again. Students who fail to sign in/out of the office may lose their sign-out privileges for one week.

- Students who have the privilege to sign-out must either work in the school quietly or leave the school premises. Students are not permitted to be in their vehicles during the school day unless they are arriving or leaving the premises.
- Students who do not have sign-out privileges should quietly work in the student lounge or another designated area.
- Students who abuse the privilege to sign-in/out or use their time inefficiently or inappropriately in the school building may have this privilege suspended or eliminated by the administration and may be required to participate in an assigned study area.
- If a student is late coming back to school after signing-out, they must have an acceptable reason for doing so. Otherwise, if a student is late coming back, sign-out privileges will be lost for one week.
- If a student is **habitually late** returning to school after signing out, sign-out privileges will be revoked.
- Students who are failing courses or are behind in their work do not have sign-out privileges.
- Students who are under review for any discipline issues do not have sign-out privileges.

## Grades & Reporting

Mountain Christian School follows provincial requirements for grading and reporting. Arrangements for any “Incomplete” work must be made and carried out before the reporting period ends. **The BC curriculum outcomes from grades K-9 has changed this year and assessment methods may be different from the scales below.**

### Marking Scales

#### Kindergarten to Grade 3: Performance indicators

- 4 = Exceeds Expectations
- 3 = Fully Meets Expectations
- 2 = Meets Expectations
- 1 = Does Not Meet Expectations

#### Grade 4-6: Letter grades

- A = Exceeds Expectations
- B = Fully Meets Expectations
- C-, C, C+ = Meets Expectations
- F = Does Not Meet Expectations

#### Grades 7-12: Percent *and* letter grades

- A = 86% to 100%
- B = 73% to 85%
- C+ = 66% to 72%
- C = 60% to 65%
- C- = 50% to 59%
- F = 0% to 49%

## Incomplete Grade (I):

An “I” is used for students who have not satisfactorily completed the course requirements (whose overall grade in a course is an “F”). Two weeks prior to the end of a term, these students are given a final opportunity to meet the course requirements for the term. If the student still does not achieve the outcomes, or does not complete the alternate assignment / test, then an “F” letter grade will be assigned for that term. Requirements for late or incomplete assignment submissions may vary per class.

## Honor Role

Honors’ are determined in the following manner:

High Honors’	86% (A) Average
Honors’	73% (B) Average

## Reporting Student Progress

The Ministry of Education requires at least 3 formal and 2 informal reports to go home each year. Mountain Christian school exceeds these requirements.

### Formal Reports:

Little School (K-4): Receive 3 formal report cards per year that include performance scales, anecdotal comments, social responsibility, and attitude & effort marks.

Junior School I(5-8): Receive 3 report cards per year that include letter grades, anecdotal comments, social responsibility, and attitude & effort marks.

Senior School (9-12): Receive 4 report cards per year that include percentages, letter grades, anecdotal comments, exams marks, and attitude and effort marks, and monthly progress reports that include marks for assignments, overall grade, and informal notes from the teacher.

### Informal Reports

Parents may be notified any time about their child’s progress in school. From grades 6-12, informal progress reports are given to students each month. If a student’s performance is poor, progress reports are given out before the end of each term, and a plan to complete missing work is developed. Conferences, parent/teacher meetings, and telephone meetings also count as informal reports. **Parents may request monthly or weekly reports to be emailed to them if their child is struggling in that class.**

## Parent Teacher Conferences

These are scheduled two times per year. The school will contact parents beforehand and attempt to schedule an interview time with the teachers involved in their child's education. If parents cannot meet with teachers on the assigned dates, a conference may be scheduled for the moment of earliest convenience. Teachers keep records on all Informal Reports and record pertinent information on any meetings with parents (including date, type of contact, subject, and any subsequent actions).

## Course Challenge Policy

We have entrance exams for students coming from a home-schooling environment. The challenge exams cover major subjects such as Socials 10, English 10, Math 10, 11 & 12, as well as Science 10, 11 and 12.

Course challenge is a provision that allows senior Senior School students to challenge the expectations for a course by participating in a formal assessment process, rather than taking the course. Course challenge is for students who already possess the expected knowledge, skills, and attitudes as defined by the *Program of Studies* for a given course usually because the student has participated in experiences or activities which have enabled the student to gain such skills, knowledge and attitudes.

Students challenging a course will be given a final course mark and, if successful, credits in that course. Credit in diploma examination courses can be achieved only through combination of the school-awarded mark (50%) and the diploma examination mark (50%). Assessment procedures for course challenges may include a variety of formats and strategies. Teachers who have taught the course being challenged shall evaluate students' success relative to the standards for the course.

In order to successfully challenge a course, students must:

1. Demonstrate the required knowledge, skills and attitudes through a portfolio or other tangible means to justify the request for challenge.
2. Pass the challenge exam.
3. Complete assessments that could include some of the following: oral report, written report, essay, assignments (e.g. poetry assignment), science lab, basic skills assessment (e.g. reading comprehension), project, etc. An interview with the subject teacher may also be required.

Students who challenge will be given the outline of assessment tools that are to be used with a time line and weighting of assessments that will determine the final course mark. Regardless of the number or weighting of assessments, the challenge exam must be passed. While credits will be issued for a pass, the student must receive the minimum grade as stated above to take the next course in the sequence where applicable.

A course challenge implies that the student has engaged in educational activities outside the regular school program to acquire the skills, knowledge and attitudes that would justify them challenging a course. A course challenge is not intended as a shortcut to completing courses.

## Equivalency

Courses taught outside the British Columbia system that substantially match (80% or more) the learning outcomes of Ministry developed or Board/Authority Authorized Grade 10, 11 or 12 courses are eligible for credit through equivalency. Application for Equivalency should be made directly to the principal. The Principal will assess documentation provided by the student to determine if the learning outcomes were successfully completed. For students pursuing equivalency in trades or language courses, Mountain Christian School will follow the detailed equivalency examples published in the BC Ministry of Education's Handbook of Procedures for the Graduation Program.

## Homework

At Mountain Christian School, we believe homework is a valuable tool when assigned appropriately. Homework can:

- ✓ Strengthens students' skills.
- ✓ Help students understand that learning happens in places other than school.
- ✓ Give parents the opportunity to be involved in their child's learning.
- ✓ May strengthen the students' habit of taking personal responsibility for their own learning.

Research shows that in K-5, most homework does not increase test scores. However, practice of various skills (i.e. math facts and reading practice) can improve student learning.

## All Grades

Homework should:

- ✓ Place a strong emphasis on practicing basic skills.
- ✓ Apply previously taught concepts.
- ✓ Prepare students for new content or have them elaborate on new content that has been introduced.
- ✓ Be formative, rather than summative.
- ✓ Be independent work that a student can successfully complete on his or her own.
- ✓ Consider individual student needs, learning styles, and abilities.
- ✓ Relate to the learning objectives as a direct extension of classroom instruction.
- ✓ Include clear instructions and performance expectations so students can complete homework independently.
- ✓ Be assigned in reasonable amounts (more information below).

## Junior and Little School Grades

- ✓ All students in K-3 are encouraged to read 15 minutes each night, but will have no homework given unless class time was missed.
- ✓ In grades 4-6, homework may include: review of math facts, memory work and meaningful activities that connect to the curriculum.
- ✓ Time spent on homework in grades 4-6 should not exceed 30 minutes per night.
- ✓ Long-term assignments or major projects will not exceed 1 per term, and will be completed in class and within the 30 minutes per night time limit.
- ✓ Parents are encouraged to contact their child's teacher if their child is unable to independently complete their homework within 30 minutes.
- ✓ If a child has been absent from school, it is to be expected that their homework will exceed more than 30 minutes a day. Teachers will give extensions on homework for excused absences such as illness or bad weather.

## Middle Grades

- ✓ When assigning homework, teacher will try to ascertain the amount of homework students have in their other courses.
- ✓ In grades 7-8, homework may include: review of concepts learned, work not completed during class time, practice of skills and preparations for upcoming learning.
- ✓ Long term assignments or major projects will not exceed 2 per term, and students should be able to complete them in class and within a 60 minutes per night time limit.
- ✓ Parents are encouraged to contact their child's teacher if their child is unable to independently complete their homework within 60 minutes.
- ✓ If a student has been absent from school, it is to be expected that their homework will exceed more than 60 minutes a day. Teachers will give extensions on homework for excused absences such as illness or bad weather.

## Secondary Grades

- ✓ When assigning homework, teachers will try to ascertain the amount of homework students have in their other courses.
- ✓ When assigning homework, teachers will take into account that students are spending time reviewing material, preparing for tests and reading over notes, in addition to doing specified assignments.
- ✓ Most homework will involve the completion of assignments started during class time.
- ✓ Students should have a maximum of 2 hours of assigned homework per evening. This includes assignments from all courses.
- ✓ If a student has been absent from school it is to be expected that their homework could exceed more than 2 hours a day. Teachers will give extensions on homework for excused absences such as illness

or bad weather. If a student requires an extension for homework he/she must ask for this extension at least 2 days before the due date.

## Agendas

At the beginning of the school year, each student in grades 1-8 is given an agenda. The purpose of the agenda is one of the ways for the teacher to communicate with the home and, at the same time, instill responsibility in the student for the organization of their homework and future obligations. Please refer to this agenda in order to help you with your child's school work. It normally comes home each evening. Students from grade 9-12 who wish to use an agenda can obtain one from the office.

## Harassment & Bullying

### Harassment & Bullying (Revised October 30, 2016)

Mountain Christian School is committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We believe this to be an extension of our values as an intentionally Christian community. We believe that **love and respect** are foundations for our relationships with God and others. Accordingly, we have a “zero tolerance” policy against bullying; meaning that bullying of any sort is deemed unacceptable in our school community, regardless of their gender, race, culture, religion, sexual orientation, or gender identity. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly and fairly.

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the often-intentional result of hurting another person verbally, physically or emotionally. By its nature bullying often has an ongoing element.

Harassment and bullying includes, but is not limited to, the following:

- Any **unwanted, negative, or inappropriate** conduct or comments, written or verbal, of a sexual, racial, or derogatory nature. This includes electronic communication (texting, blogging, emailing, social media etc.).
- Cyberbullying, harassment, intimidation, and/or any threatening or violent behaviors.
- Visual drawings, posters, cartoons, or photos that are derogatory in nature.
- Any unwanted physical advances, touching, blocking, or inappropriate bumping.
- Any physical violence, provoked or otherwise.
- Retaliation in any way against a student for having reported such incidents.
- Deliberate unkindness, shunning or tormenting.

**Even though play fighting is not necessarily bullying, for safety reasons, we do not allow play fighting in any form at school.**

Harassment or bullying can make school an extremely difficult experience for a student. These incidents damage our whole community. Reporting the incident allows the problem to be dealt with in a timely and effective manner. Discipline action for harassment may include suspension or expulsion. Please see the discipline policy for more information.

**We encourage students to report all incidents of harassment to a parent/guardian, teacher or administrator.** This may be done verbally or by sending an email to an appropriate adult.



## Policy Objectives

- All principals, teaching and non-teaching staff, students, and parents should have a full understanding of that bullying is and encompasses;
- All school faculty and staff should be thoroughly familiar with the bullying policy, and should follow it appropriately when bullying is reported or observed;
- All students and parents should be thoroughly familiar with the bullying policy, and should know what steps to take when bullying occurs
- Students and parents should be reassured that the school takes bullying extremely seriously, and will support victims and their families when bullying is reported
- To create a place where students strive to form an authentic Christian community, ultimately believing that it is only through the redemptive work of the cross that bullying, which has its roots in fall, will disappear.

## Warning Signs and Symptoms

Not all victims of bullying will let on that they are suffering at school. Many feel that admitting how bad things have gotten will increase the problem. They may feel they are “snitching,” and are afraid no one will believe or support them. They may also be too embarrassed to admit what is happening. Parents and faculty should openly encourage students to report incidents of bullying that are observed or experienced firsthand.

Even in the event that a student is not forthcoming about being bullied, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify, and should investigate immediately.

### **A child may be a victim of bullying if he or she:**

- ✘ Is noticeably frightened or evasive when asked “what’s wrong”;
- ✘ Suddenly loses appetite;
- ✘ Begins bullying or showing unusual aggression with siblings, playmates or other children;
- ✘ Comes home unusually hungry (may indicate lunch money or lunch itself has been stolen);
- ✘ Repeatedly “loses” lunch, money or possessions;
- ✘ Has unexplained cuts, scrapes or bruises;
- ✘ Comes home with clothes dirty or torn, or books/other possessions damaged;
- ✘ Begins to perform poorly in schoolwork;
- ✘ Repeatedly claims to feel ill before going to school;
- ✘ Cries himself/herself to sleep at night or suffers from chronic nightmares;
- ✘ Threatens or actually attempts suicide or other forms of self-harm;
- ✘ Attempts to or actually runs away from home;
- ✘ Begins stammering, appearing nervous and/or afraid to look people in the eye;

- ✗ Seems withdrawn, anxious or suddenly suffering from low self-esteem;
- ✗ Begins to skip school or begs to change schools or not to have to go to school;
- ✗ Makes significant changes to his/her usual routine;
- ✗ Begs to be driven to school so as not to have to walk or take the bus;
- ✗ Demonstrates marked fear or unwillingness to go to school or take the bus;
- ✗ Gives unlikely/unconvincing excuses for any of the above behaviors

The above signs may indicate other problems, but bullying should promptly be considered a possibility and looked into.

## Reporting & Response Procedures

1. All bullying incidents should be reported immediately to a staff member.
2. Staff member will record all reported bullying incidents and may share them with the Principal or Vice Principal.
3. Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
4. In severe instances, local police may be contacted.
5. The bullying or harassing behavior will be investigated quickly and thoroughly.
6. The bullying perpetrator may meet with school administration, and/or a designated staff member, and his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim's shoes to appreciate the undesirable effects of the behavior), and to learn appropriate means of changing their behavior.
8. There may be a range of punitive responses up to suspension or expulsion for the perpetrator, depending on the seriousness of the incident(s).
9. After the incident has been thoroughly investigated and dealt with, faculty and administrators will monitor both students (including regular "check-ins") to ensure that bullying does not resume or reoccur.

## Prevention and Education

The school will adopt any/all of the following tools to prevent and educate students about bullying:

- ✓ Writing, posting/otherwise making very visible a set of descriptive school rules
- ✓ Making this policy available to all students, faculty, staff and parents, requiring students to adhere to a behavior contract
- ✓ Engage students in role-playing, writing exercises and/or discussions about bullying.

- ✓ Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports.

## **Equipment Room/Gymnasium Policies**

1. Students do not have access to the equipment room, under any circumstance. The teacher will take out and put away equipment.
2. Students will follow safety rules and consideration, as explained by teachers before starting each unit or special activity.
3. Students must wear their gym strip for PE classes (grade 4 -12).
4. Students who do not act in a responsible manner, who use equipment improperly and/or dangerously, or who do not follow guidelines set out by the supervising teacher will be removed from play.
5. No food is allowed in the Gym.
6. All gym locker rooms must be kept neat and tidy at all times. Anything left in the locker rooms may be thrown out or put in the lost and found.

## **Areas Available to Students:**

1. The recreation area during recesses is on the north side of the school. Note: the areas to the front of the building, the surrounding fields, and the south side of the building are off limits, unless students are under the direct supervision of a teacher.
2. Students have access to the chapel area during scheduled class time. Lunch time access will be granted to students in the Music Leadership Class, and at other times for prayer. Teacher permission must be granted prior to entry. No Food is allowed in the chapel.
3. Senior School students should be either in the lounge or the gym during lunch times.
4. Students may only use the library under teacher supervision/direction. No Food is allowed in the library.
5. The student lounge is meant for Senior School students, and is off limits during class time unless teacher permission is granted. Students who do not utilize their time well in such cases will not be allowed to use the lounge.
6. The Student Lounge must be kept clean at all times.
7. Janitorial and equipment room is off limits at all times.

## Lost and Found

The school is not responsible for any missing money or lost articles or items at school. This includes items lost or stolen from lockers, or items left in school change rooms at the main campus or the Bethel gym. All personal items should be labeled so they can be identified by the owner. A lost and found area will be displayed periodically throughout the year. Unlabeled and unclaimed items will be brought to a charitable organization or thrift store.

## Lockers

The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Since MCS does not carry insurance for students' personal property, the safekeeping of these items is the responsibility of the student. The school will not replace items that are lost, stolen or damaged. Lockers must therefore be kept locked when not in use.

Lockers may be subject to inspection at any time by the school's administration or a designated staff. Lockers are the property of the school and are provided for student learning supplies and personal belongings during the school day. Students are advised to keep their lockers locked with a school-approved combination lock. Unauthorized locks may be removed without notice. Students must not share their locker or use a locker not assigned to them.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by law or school rules. Inappropriate pictures or posters are not to be posted and will be removed. Any permanent writing, graffiti or markings on the locker are not acceptable and the cost of their removal will be incurred by the student. Students are responsible for the cleanliness of the lockers inside and outside. Locker clean-outs will be announced throughout the year.

## School Safety

Except the office entrance, all doors to the school will remain locked after students arrive in the morning and will be kept locked throughout the day. The office door will remain unlocked for visitors. To ensure student and staff safety, visitors to the school must always enter through the office entrance to be cleared by the office staff. Students arriving after 9am must also enter the school through the office entrance, and are not allowed to proceed until one of the office staff has given a late slip.

## School Lockdowns

A school “Lockdown” will only be issued when there is a major incident or threat of school violence within the school, or in relation to the school. A “Hold and Secure” will be issued when it is desirable to secure the school due to an ongoing situation outside, but not related to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with all exterior doors being locked until the situation near the school is resolved.

The school has detailed procedures in place to protect staff and students for each of the above situations. In the event of a school “Lockdown”, the school will contact the RCMP. During a lockdown, student must follow instructions given by teachers carefully. There **MUST BE ABSOLUTELY NO ONE** in the hallways during a school “Lockdown.” Parents must not call the school during a lockdown, and students must turn off all electronic devices. Students are not to send out any communication through telephone, text, or internet during a lockdown. When the lockdown is lifted, parents, students and staff will be notified via the RCMP protocols.

## Community Standards

In order to carry out the partnership between parents, teachers, and students to fulfill our Mission Statement, it is important for everyone to realize and commit to the caring, Christ-centered community of the school. Being part of such a community is a full time commitment and the standards established must go beyond the classroom. While Mountain Christian School realizes that we all belong to “other” communities, our responsibility and standards reflect what is called of the greater fellowship of believers, as mentioned in I John 1:

***<sup>3</sup>We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father and with his Son, Jesus Christ. <sup>4</sup>We write this to make our joy complete. <sup>5</sup>This is the message we have heard from him and declare to you: God is light; in him there is no darkness at all. <sup>6</sup>If we claim to have fellowship with him yet walk in the darkness, we lie and do not live by the truth. <sup>7</sup>But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.***

In order for Mountain Christian School to be successful in meeting its Mission Statement, the school has established Community Standards for everyone involved. These standards are a tool to guide and direct us towards what Christ would have of us. They are biblical standards from where we can be successful servants of God’s will.

All students in grade 4 and up in the Mountain Christian School community need to submit to the following code of conduct as a demonstration of commitment.

## Student Code of Conduct

At Mountain Christian School, we seek to create an environment of trust and mutual support in which each member of our community can grow. We emphasise the need sensitive to those we come in contact with so that each student can realize their individual, God-given potential. As a staff we are committed to the on-going educational process of developing unique persons in a Christ-centered environment, where faith is translated into action. We all must learn to work individually and with others. Mutual respect, cooperation and sharing are important values in any social experience. The ability to work with and for others is also an important part of the learning process. In all we do, we aim to demonstrate respect for God and His work, self, others, property and authority. Any overt behaviour demonstrating a lack of respect in any of the above areas will be dealt with so that the well-being and security of everyone in the school is ensured. Students should live consistent Christian lives wherever they are. Those who are not leading such lives often reflect this in their studies and their attitude toward other students.

## Drugs, Alcohol and Smoking

Involvements with alcohol, smoking and illegal drugs are serious offences and all students are placed under a strict obligation to refrain from such use at all times and in all places. A breach of this guideline will normally result in disciplinary action ranging from suspension to expulsion.

## Chastity & Dating

We encourage and teach all students at MCS to practise the discipline of chastity, in following the biblical principle of exercising self-control (Galatians 5:23). We focus on chastity intentionally, in order to prepare students to mature into adults who are able to demonstrate faithfulness in marriage and singleness (Ephesians 5:3). Due to the nature of dating as a non-covenantal, easily broken, informal, and exploratory relationship, students who engage in sexual activity before marriage put themselves in danger of seriously complicating their growth and development as emotionally and spiritually healthy adults. If a student engages in sexual activity, marries, becomes a parent, or becomes a parent-to-be, he/she is responsible for informing the school. Our staff will work with each situation on a case by case basis. We will support students and families the best that we can.

## Weapons

Students who possess, threaten to use, or display a weapon while at school, or at a school event will be subject to discipline up to and including expulsion and the involvement of the RCMP. Possession of a weapon includes.

- ✘ On a student's person or in their property (backpack, pocket, clothing, purse etc.).
- ✘ In a space assigned to the student (locker, desk, table, closet, etc.).
- ✘ In a hidden place available to the student.

## Appropriate Affection

Showing love and care for others is encouraged at MCS. Causing people to feel uncomfortable by public affection in a dating relationship is discouraged. Students in a dating relationship need to be self-disciplined with the way they show their affection to one another in public and on campus. We want everyone including staff, students, visitors and parents to feel comfortable on our campus. MCS is a public place, and we encourage couples to be appropriate with their behavior at all times.

## Dress Code

The philosophy of the Mountain Christian School dress code aims to promote and foster an 'other-centered' awareness in students, which is crucial to a healthy Christian life. As a K-12 school, we have many students at many different levels of development in their spirituality. Some of our students are brand new Christians, or very young Christians. It is therefore the responsibility of the older, more mature Christians among the school community to provide a positive example of modesty and purity for their schoolmates to follow. The principles found in Romans 14 serve as the framework for our dress code policy. Students are expected to wear modest, inoffensive clothing to school and maintain a neat/tidy appearance *for the sake of others*.

All students of MCS should follow the dress code during school, as well as on field trips and other school-sponsored events (athletic events, banquets, etc.). Areas of dress not mentioned or defined in this policy will be left to school administration for interpretation and enforcement. As a guideline, if an item of clothing raises a question in your mind, do not wear it. Any portion of this dress code is subject to alteration by the school administration at any time. With the values of modesty and neatness in mind, students should aim to dress in comfortable, durable clothing which will be suitable for their active days and that follow the guidelines below:

- ✓ Students will dress according to the weather.
- ✓ All students must wear indoor shoes every day and at all times. Bare feet, high heels and shoes with wheels are not allowed.
- ✓ All Students must have weather appropriate outdoor footwear. Students will remove outdoor footwear upon entering the building.
- ✓ During PE classes, students are required to wear shoes suitable for running/exercising.
- ✓ Low necklines, tight clothing, bare midriffs, halters, sheer clothing, or clothing with spaghetti straps will not be allowed.
- ✓ Sleeveless tops may be worn as long as the shoulder straps cover most of the shoulder and necklines are appropriate.
- ✓ Girls may have up to 3 piercings per ear and boys may have one piercing per ear.
- ✓ Tattoos and Facial piercings are not allowed. MCS does not believe that these things are sinful in and of themselves, however we believe that it is important for students to make age-appropriate decisions. Tattoos and Facial piercings are decisions we believe are best made in adulthood.

- ✓ Haircut and color should not be distracting or inappropriate. Students may not dye their whole head an unnatural color. When in doubt, follow the principle of looking natural.
- ✓ Pants or jeans must be neat and clean in appearance. They must not have holes or excessive wear. Students are required to wear a belt if pants are loose fitting.
- ✓ Student should not have undergarments showing at any time.
- ✓ Shorts and skirts should demonstrate modesty in length and tightness.
- ✓ Hats and sunglasses are not to be worn in the school building.
- ✓ Students are not permitted to wear clothing with inappropriate or offensive slogans, messages, signs, or symbols.

**Exceptions for the above may be approved by the Principal otherwise:** Students that come into conflict with this policy will be asked to change into appropriate clothing or they will be sent home to get appropriate clothing. A student that continually has problems with dress code will be dealt with according to the guidelines set out in the discipline policy.

## Discipline Policy

The below policy is designed to bring structure and predictability to the classroom and school as a whole. This policy is founded on the premise that consequences for inappropriate actions and attitudes need to be immediate and real to the student, and also restorative in nature. This policy is in effect at school, at all official school functions, and during transit to or from school or school functions. Please note that the first component of maintaining school discipline is providing a positive environment where students can find reachable goals and rewards for achieving them. But when students choose to respond poorly to this environment, a clear, understandable, and fair system of dealing with negative behavior must be in place and supported by parents, students, and teachers.

**The following are the general discipline guidelines at MCS:**

- ✓ Teachers' discipline within the classroom follows the expectations and interventions outlined in the table below.
- ✓ Parents of students who continually struggle with classroom routines and/or discipline procedures should be contacted by the teacher when it is deemed that the student is not improving.
- ✓ If a student is being unresponsive to teacher directions and/or is unsafe, the Principal or Vice Principal will be called and the student will be removed from the situation.

## Restorative Practices

It is our goal to restore brokenness when it exists in our community. MCS is committed to working with restorative practices when working with parents and students. Change for the better can best be fostered when those in positions of authority do things **with** others, rather than **to** them or **for** them. It is our goal to use restorative practices whenever possible when dealing with discipline issues at MCS.



Restorative practices usually begin with 4 questions:

1. What happened?
2. Who was impacted by these actions?
3. What will you take responsibility for today?
4. How can we restore the brokenness caused by these actions?

## Discipline Procedures

<u>Violation</u>	<u>Immediate Consequence</u>	<u>Administrative Intervention</u>
<b>1) Unexcused late arrival for morning devotions or classes.</b>	See Late policy for more information.	See Late policy for more information.
<b>2) Unexcused Incomplete homework / lack of work in class.</b>	Student will need to complete the work by an arranged date. If the behavior is persistent, teachers will phone/email home either (a) on the day of the latest incident (b) before progress report goes out or (c) before the incomplete notice goes out.	Progress reports will go home each month. At the end of term, incomplete notices will go home. Students have a maximum of two weeks after the end of the term to submit missing work.
<b>3) Rudeness, disrespect, put downs, disruptiveness</b>	Student warned by classroom teacher. If behavior does not stop, teacher removes student from class; meets to resolve the incident. If student is unresponsive, student is sent to the office to meet with the Principal or Vice Principal. If sent to the office a second time, student will receive break-time detention.	Three occurrences of detention or being sent home (combined #3-5) results in meeting with Principal or Vice principal, parents, and the student to look at finding extra measures to help the student overcome this problem.  If the first administrative meeting is unsuccessful, student and parents will meet with Principal to look at continuing enrollment at the school.
<b>4) Improper language</b>		
<b>5) Improper clothing or personal items</b>		
<b>6) Vandalism (physical &amp; virtual)</b>	Immediate removal from class, meet with Principal.	Serious incidents will result in an administrative meeting to look at continued enrollment.
<b>7) Fighting, bullying</b>		
<b>8) Drug/ Alcohol Use (anytime)</b>	Immediate removal from class, meet with Principal.	Student faces probation or expulsion.
<b>9) Smoking</b>	Immediate removal from class, meet with Principal. Parents called and the student will be sent home.	Meeting with Principal or vice principal, and parent. Student may be put on a behaviour contract.
<b>10) Internet &amp; Technology Violations</b>	Immediate removal from class, meet with principal. Technology access revoked	Serious or repeated incidences will result in suspension and possible expulsion

## Administrative Intervention

Administrative intervention is required to establish intervention goals for a student's actions (if necessary), and to forge a path for the student's re-integration into the school community. The student may thus meet with an administrator one on one, or parent(s)/ guardian(s) may be requested to meet with administration along with the student to co-operatively set a plan for how to correct the problem in a way that helps the student grow and mature.

## Suspensions

For serious or repeated issues, an in-school or out-of-school suspension may be given. During an in-school suspension, students are removed from regular classes, breaks, and any student activities. A student involved in an out-of-school suspension may not be on the school property at any time or participate in any extracurricular activities for the duration of the suspension.

When in-school or out-of-school suspension is given, a meeting with parent(s)/guardian(s), students, and administration is necessary before the student can fully re-enter the school community. The aim of this is to work with students in resolving serious problems, and to support parents as they walk with their children through the growing and maturing process.

If after one suspension meeting the student continues to demonstrate the same or a similar pattern of behavior, one or more of the following consequences is possible at the discretion of administration:  
Expulsion or Probation.

## Expulsions

If necessary, the school's administration may expel a student. Pending a final decision of expulsion, a student may be suspended indefinitely. Parents or guardians have the right to appeal an expulsion to the School Board. An expelled student may apply for re-admission at the beginning of the next school year. Entry will be granted at the discretion of the administration.

## Probation

Probation is a period where the character and behavior of a student can be observed (this includes academic behavior). Students who are put on probation must demonstrate defined change in their patterns of behavior or attitude within a given amount of time. If the student is unable to do this, they may be expelled or suspended indefinitely.

## Conflict Resolution

Misunderstandings or problems between teachers, students and parents can arise from time to time. The MCS policy for dealing with conflict situations and complaints is consistent with the teachings found in scripture (Matthew 18, and Ephesians 4). This policy will be applied in a manner that is consistent with age appropriate maturity to reinforce student's growth and development.

1. All questions, problems, or complaints should be discussed with the teacher first before anyone else is involved.
2. If these discussions do not lead to a satisfactory resolution, it should then be brought to the principal or vice principal.
3. If resolution cannot be achieved at the school administration level, an appeal should then be submitted in writing via letter to the Chair of the Bethel Board of Directors.

## Appeals

Appeals should be made to School Board in the form of a detailed letter outlining what grounds the appeal is being made. The School Board assigns an Appeals Committee to meet with the parent and student to go over the appeal, document the grievances held, and come to a resolution on the issue(s). The committee shall be appointed by the board director and for the duration of the investigation school staff may be questioned but may not sit in on any decision meetings. The board will inform the Parents the results and decisions made in the form of a written letter.

## Mountain Christian School Member Conduct

In accordance with the BC human rights code, MCS has developed the following policy to protect our student body, staff, volunteers and all parents. A school member is defined as any staff, volunteer, parent/guardian, student, or board member. We have the right to be safe and to feel safe in our school community at all times. The MCS code of conduct sets clear biblical standards of behavior, which apply to all individuals in our school community, including parents or guardians, volunteers, teachers, board of directors, and School Administrators.

These standards apply both on and off school property.

- ✓ All members of the school community are to be treated with respect and dignity.
- ✓ All adult members of our school community have the responsibility to act as models of good behavior. Foul language (swearing, name calling, or shouting) is not appropriate, and members who engage in this behavior at the school will be asked to leave the premises immediately.
- ✓ Inappropriate behavior or harassment of any kind towards a school member will result in immediate intervention and may result in a family expulsion from Mountain Christian School, and/or police intervention. This includes yelling at a teacher, staff, parent, or a student member, intimidation in person or via electronic communication, using threatening language, slander, gossip, or any other form of manipulation. These will not be tolerated in our community because these ways of dealing with conflict are directly opposed to our conflict resolution policies, which strive toward peacemaking and reconciliation.
- ✓ Gossip and public criticism are also unacceptable forms of conflict resolution for members of our community. If a member has a concern with anything involving the school, we require that the concern be dealt with as directly as possible with the appropriate school staff, and in accordance with the principles of Matthew 18:

*"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."*

- ✓ The school is strongly opposed to parents publicly discussing concerns with other parents in the school hallways, the parking lot, or via public electronic mediums such as Facebook, twitter, Instagram, personal blog sites, or other forms of electronic information sharing. Furthermore, harmful slandering of the school staff, students, or fellow parents in any form will result in immediate intervention up to an including family expulsion from the school.

## Graduation Policy:

The Graduation ceremony is a celebration by school, parents, and friends to join with the graduates in rejoicing over the completion of grade 12, acknowledging the journey they have taken to reach this point, and remembering the role God has played in their lives and education. Subsequently, the celebration in one will bring honor to the student, their friends and families, and Christ.

### Bible Class Pre-requisite

We place learning about God at high importance in our curriculum. Therefore, to participate in the graduation ceremony, all Bible classes taken at Mountain Christian School from grades 10 to grade 12 must have received a passing grade. Students who fail a Bible course will complete extra work to receive a final passing mark.

### Credit Pre-requisites

Students who are failing courses due to incomplete work may not be allowed to participate in the graduation ceremony. We place a high value on learning and responsibility, but we understand that students struggle to stay focused on their academics before and after the graduation ceremony. Students and parents will have been warned of any significant chance of not completing the coursework required to graduate and/or not completing the Bible class pre-requisite by **February**.

### Graduation fundraising:

Under supervision and direction from the school, the graduation class is expected to fundraise to reduce the costs of decorations, reception, and grad party.

- ✓ All grads are expected to participate in fundraising events.
- ✓ Graduates, with school approval, can help determine where any excess revenue can be spent. This is considered to be the "Legacy of servanthood" to leave some contribution to the school for future years and students.

### Grad Ceremony & Banquet

All aspects of the ceremony need to reflect Christian values. Grads will enter and exit the ceremony to one song. The number of guests to the banquet is based upon the number of grads. All grads have a right to the same number of guests. Graduates that have less than the determined number may give their extra spots to another graduate, with approval from the school. All Staff and Council Members are automatically invited to the banquet.

## Escorts and Guests:

Escorts and Guests must be approved by the school. Grads may not have an escort at the grad ceremony, but may bring one escort to the banquet. Dress and attire of both graduates and escorts is to be formal and respectful. Escorts and guests should be respectful of values and beliefs of the school and its Christian beliefs. Escorts and guests should adhere to school rules.

## Grad Party

All graduates are expected to attend the school sponsored grad party after the ceremony. While students are able to decide the particulars of the grad party, the school will provide appropriate supervision, and will act as a final arbiter of what a safe or appropriate location is, and what safe and appropriate activities are. The grad party is a school sponsored event and all transportation is provided by the school. There will be no drinking alcohol or smoking at the grad party.

## Tuition and Fee Payments

Standard tuition rates apply to all students admitted to the school. The following policies apply unless arrangements have been made with the principal.

1. All tuition and fees are invoiced monthly and accounts must be kept up to date. Registration, Supplies, and book fees are due within 15 days of the students starting school. Tuition may be paid with online credit card payments, or by interact/credit card through the school office. We do, however, promote the use of online payments and electronic transfers.
2. Children of parents owing overdue tuition or other obligations (vandalized books, equipment) may not be re-enrolled into to MCS for the following year.
3. If parents are struggling to meet their financial obligations, a meeting should be scheduled with the Principal immediately to arrange a payment plan. It is our policy that if families desire a Christian education for their children, we do not turn them away because of financial difficulties. An alternative payment plan must be in place for the child to be re enrolled for the following year.
4. **When a student voluntarily withdraws from the school for any reason, a two- month written notice must be given, or, a two-month payment is due to the school.**
5. When a student is expelled or withdrawn at the recommendation of the school, tuition will be due up to and including the day of expulsion or withdrawal.
6. The School Board considers that all unpaid tuition accounts from past years are still due to MCS. Careful records are kept, and any parent may determine the status of his/her account by inquiring to the school office.

## Tuition 2020-2021

Little School	\$130 / month
Junior School	\$160 / month
Senior School	\$200 / month
2nd+ Child Rate	\$115 / month
Family Rate	\$500 / month

**Note: All tuition paid is a tax-deductible benefit of 40%.**

### Supply & Book Fees

Supplies and book costs are included in tuition. **Students must provide their own gym strip, non-marking gym shoes, and a backpack.**

### Registration Fees

There is a \$50 annual, non-refundable fee that is due with application.

### Mission Trips

**Possible Destinations: Kenya, Uganda, Guatemala, Taiwan**

Grade 10–12 International Trip payment option. This money would go into the mission fund, and would be refundable if the student was not able to go.

*Full Amount Due*

*\$1200*

*\$100 / month  
Payable on the first  
of each month*

*Duration of Trip*

*6 months  
September–January each school year*

## Bussing Rates 2020-2021

MCS & District Rural Bus + District Transfer	\$50 / month
MCS In-Town Bus	\$35 / month
Maximum Family Bussing Rate	\$100 / month



# Personal Information and Privacy Policy for Employees, Volunteers, and Students

## The School Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of **Mountain Christian School**. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of **Mountain Christian School** regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

**Mountain Christian School** may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between **Mountain Christian School** and an individual from time to time.

## Terms & Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

**"Personal information"** means any information about an identifiable individual, as further defined under British Columbia's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

- **"Parent"** means the parent, guardian, or other legal representative of a student.
- **"Student"** means a prospective, current, or past student of **MCS**.

### Ten Privacy Principles

As part of **Mountain Christian School's** commitment, the Ten Privacy Principles govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the Ten Privacy Principles and provides further details regarding **Mountain Christian School's** compliance with the principles.

## Principle 1 – Accountability

**Mountain Christian School** is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is (are) accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school.

## Principle 2 – Identifying Purposes

**Mountain Christian School** will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

### What Information is collected?

**Mountain Christian School** collects and uses personal information to provide students with the best possible educational services enunciated by the Mission Statement of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

**Mountain Christian School** also collects information in connection with the use of its computer systems.

**Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.**

## Principle 3 – Consent

**Mountain Christian School** will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, **Mountain Christian School** will take into account both the sensitivity of the personal information and the purposes for which **Mountain Christian School** will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to **Mountain Christian School**, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, **Mountain Christian School** will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, **Mountain Christian School** will stop collecting, using or disclosing the personal information as requested.

If a person provides **Mountain Christian School** or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all

necessary consents from such individual to enable **Mountain Christian School** to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

## Principle 4 – Limiting Collection

**Mountain Christian School** will limit the personal information collected to that information necessary for the purposes identified by the school.

## Principle 5 – Use, Disclosure and Retention

**Mountain Christian School** will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

### How is Information Used?

**Mountain Christian School** uses personal information as follows:

- To communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect.
- To enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- Health, psychological, behavioral, or legal information to enable effective use of school policies, including such areas as: Attendance, Community Standards, Leadership, and School Discipline.
- If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.
- **Mountain Christian School** may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school and the standard of service we provide.

### When Information May be Disclosed?

**Mountain Christian School** may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases, your consent will be obtained electronically or through a signed waiver.

The following are how **Mountain Christian School** may disclose personal information.

### When authorized by the student or the student's parent/guardian

- Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

### To parent/guardian, regardless of the student's age or consideration, except when:

- When abuse or neglect may be suspected.
- When the school has been directed not to do so by the police or the Ministry of Family and Children Development

### When Required by Law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

### When Permitted by Law

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed.

The school does not sell, lease, or trade information about you to other parties.

### Outside Service Suppliers

At **Mountain Christian School**, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. **[For example, the school gives its yearbook publisher the information required to produce the annual yearbook.]** Suppliers of specialized services are given only the information necessary to perform those services, and **Mountain Christian School** takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

### Restricting Sharing Information

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these

items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

#### **How Long Is Personal Information Retained?**

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### **Principle 6 – Accuracy**

**Mountain Christian School** will take appropriate steps to ensure that personal information collected by **Mountain Christian School** is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

#### **How May I Update Outdated or Incorrect Information?**

An individual may, upon written request to **Mountain Christian School**, request that **Mountain Christian School** correct an error or omission in any personal information that is under **Mountain Christian School's** control and **Mountain Christian School** will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

### **Principle 7 – Safeguarding Personal Information**

**Mountain Christian School** will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

#### **The School's Employees**

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school. Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

#### **Student Files**

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counsellors, secretaries, etc.) who, by nature of their work, are required to see them

#### **Electronic Security**

The school manages electronic files with passwords and computer specific security measures that prohibit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

## Principle 8 – Openness

**Mountain Christian School** will make information available to individuals concerning the policies and practices that apply to the management of personal information.

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of **Mountain Christian School**.

## Principle 9 – Individual Access

**Mountain Christian School** will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

### How May I Access My Personal Information?

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

### Parent Access to Student Personal Information

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

## Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

### Questions, Concerns and Complaints

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's administrative staff by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

## Plan to Protect:

MCS has adopted "Plan to Protect" abuse prevention policy. The sad reality is that abuse in all its forms is far too common making it necessary to enforce guidelines that are limiting to parents but necessary to protect the children and youth. MCS will be taking extra steps this year to ensure all children and youth in our care are protected by following all the guidelines in the Plan to Protect program.

### School access

No unauthorized personnel may enter the school beyond the front office at anytime. All visitors that have been approved to access the main part of the school will be given a school pass that must be worn at all times while in the building. All staff and students will receive instruction on how and when to alert security if they notice an unauthorized person in the building.

No passes will be required for parent/teacher interviews and award ceremonies, or other school events that are not during the regular school hours.

### Who will have access passes?

Access passes are located in the front office and will be given to the following:

1. External therapists, counselors, and psychologists will be given individualized passes
2. Parents or visitors who have booked a meeting with a teacher. (Meeting can be booked through the school office or by emailing with the teacher).
3. Parents with a Level 1 funded child enrolled in our school will have an individualized pass
4. Parents attending school meetings such as Parent Advisory Group, Graduation, or Missions.

## 2020-2021 Calendar – September through December

Senior School: Grade 9-12

Junior School: Grades 5-8

Little School: Grades K-4

<b>SEPTEMBER</b>		September 8: Senior School Semester 1 Begins .....
7	Labour Day	
8	Curriculum Implement NID	September 8: Little/Junior School Term 1 Begins
9	1st day of school. 10:45 am – 1:45 pm	
28	NID	

<b>OCTOBER</b>		
12	Thanksgiving	
23	NID	

<b>NOVEMBER</b>		
11	Remembrance Day	
18 & 19	Parent/teacher Interviews: Early Dismissal	
27	NID	

<b>DECEMBER</b>		December 04: SS Quarter 1 Ends December 14: Report Cards issued
		.....
16	Primary K-4 Christmas Concert	...
17	Christmas Concert 6:30 at Bethel	December 04: Little/Jr School Term 1 Ends
18	Free Turkey dinner from Admin!	December 14: Report Cards issued
21-Jan 04	Christmas Break	



## *2020-2021 Calendar – January through June*

<b>JANUARY</b>		January 29: Semester 1 Ends Report Cards issued: February 10
4	First Day Back	
29	Semester 1 Ends (Quarter 2)	

<b>FEBRUARY</b>		
1	NID	
15	Family Day: No School	
17 & 18	Student led P/T Conferences: Early Dismissal	

<b>MARCH</b>		
15-26	Spring Break	

<b>APRIL</b>		April 6 <sup>th</sup> : Little/Junior School -Term 2 Ends Report Cards issued: April 13 <sup>th</sup> ..... April 23 <sup>rd</sup> : SS Quarter 3 Ends Report Cards Issued May 3 <sup>rd</sup>
2nd	Good Friday	
5th	Easter Monday	

<b>MAY</b>		
24th	Victoria Day	

<b>JUNE</b>		
7th	NID	
18 <sup>th</sup>	Little school and Junior School Awards Day	

## **SUPPLY LIST FOR 2020 - 2021**

All students will need a backpack, indoor non-marking running shoes, and a gym strip for grades 6 +.

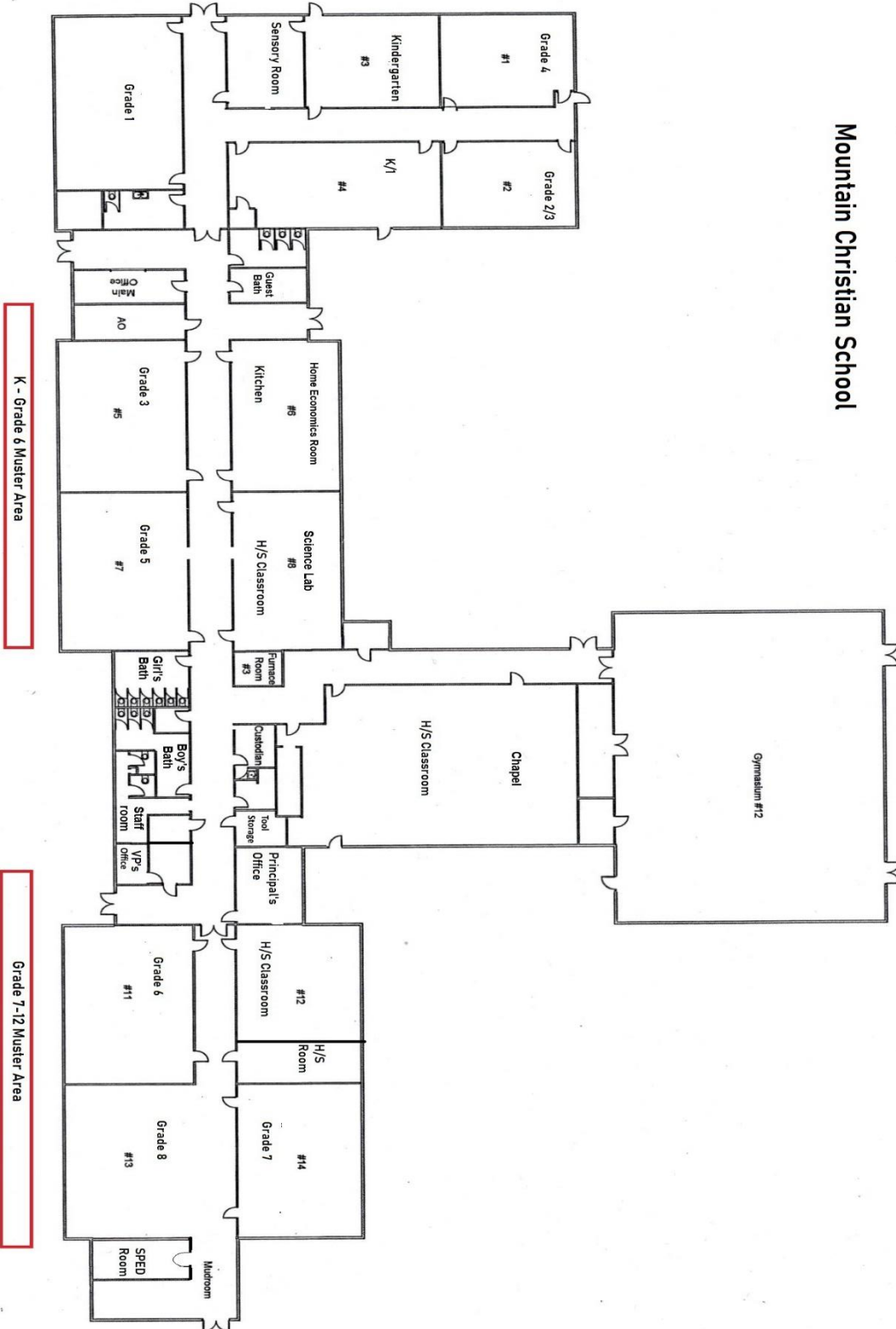
All school supplies are provided to students; however if a student vandalizes, destroys, or repeatedly loses his or her supplies he or she must replace them or purchase new ones from the school.

# SCHOOL MAP / MUSTER AREAS



Alternative Muster Area

## Mountain Christian School



## COVID-19 SCHOOL PLAN: 2020/2021

**(To be updated as required by BC Health and Ministry of Education)**

### Health and Safety

**Self-Assessment:** Parents are responsible to assess their children daily before sending them to school. Staff are responsible for their own daily self-assessment. Those who are asymptomatic but with a household member who has cold, influenza, or COVID-19 like symptoms, can still attend school.

**Symptoms:** Anyone with symptoms, must not enter the school (note: those with seasonal allergies or other COVID-19 like symptoms related to an existing condition can continue to attend school but should manage their symptoms). It is expected that anyone with cold, influenza, or COVID-19 like symptoms are seeking assessment by a health-care provider. Students that become ill while in school will be removed from the cohort group and be asked to wait in our waiting room next to the office. The parents will be contacted to pick up the child. The child will be provided a mask and a teddy bear while they wait for their parent/guardian.

**Orientation/Training:** All staff and students will participate in protocol training/orientation.

**Hand Hygiene:** Regular hand washing will be mandatory and hand hygiene posters will be displayed. Every classroom from is now equipped with a handwashing station. Each handwashing station will be equipped with soap and hand lotion. If your child has allergies to soaps please let the teacher know and provide soap for him/her to use.

**Personal Protective Equipment:** Masks will be provided to staff and secondary students. In senior school, masks are required while in high traffic areas. Outside the learning group or in situations where physical distancing is not possible, masks will be worn. Fortunately, our senior school is one cohort, and we have a designated entrance and bathroom for them, which will greatly reduce and in some cases eliminate the need for masks. Non-medical masks are not recommended for Little and Junior school students due to the increased likelihood they will touch

their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).

**Physical Distancing Strategies:** Physical distancing and proper hygiene etiquette continue to be the most effective strategies to mitigate the spread of COVID-19. MCS has signage ease the flow of traffic and remind students of social distancing. Specified entrance/exits, designated washrooms, room capacity limits, and staggered breaks. Adults are required to physical distance from other adults. Within a learning group, limited physical contact is encouraged. At this time our school remains closed to visitors. Meetings with parents and guardians will be booked via Zoom or phone conference.

**Ventilation System:** Prior to school start up all mechanical system filters will be replaced, and air volume will be increased to maximum allowance of fresh air while maintaining comfort levels in all buildings.

**Cleaning and Disinfecting:** MCS will have a minimum of two cleaning/disinfecting of frequently touched surfaces within the school day and at least one deep cleaning/disinfecting per day.

**Visitor Access:** The school is closed to visitors. Volunteers will be assigned to Cohort groups and volunteer times will be scheduled.

Important Government Links and Resources followed by our District:

[BCCDC Public Health Guidance for K-12 School Settings \(updated July 29, 2020\)](#)

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

[BCCDC website](#)

[Government of Canada website](#)

[Preventing COVID-19 in the Workplace: Employers, Employees and Essential Service Workers](#)

[BCCDC Cleaning and Disinfectants for Public Settings](#)

## SYMPTOMS CHECKLIST

The following tools are to be used by students, staff and visitors (parents / guardians) prior to coming to and/or entering the school.

If you answered “YES” to any of the questions and the symptoms in the checklist that are not related to a pre-existing condition (e.g. allergies), you should NOT come to school. Please ensure to contact 8-1-1 should you experience any symptoms of illness and contact a health-care provider for further assessment.

### Student Daily Health Check:

The following tool is to be used by sstudents prior to coming to school.			
1. Symptoms of Illness:		Do you have any of the following symptoms?	
CIRCLE ONE			
Fever	YES	NO	
Chills	YES	NO	
Cough or worsening of chronic cough	YES	NO	
Shortness of breath	YES	NO	
Loss of sense of smell or taste	YES	NO	
Loss of appetite	YES	NO	
Diarrhea	YES	NO	
Nausea and vomiting	YES	NO	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

(SUBJECT TO CHANGE)

## Transportation Procedures

**Transportation Registration:** To ensure accuracy of bus ridership, all students who will be bused must complete our registration process. To reduce riders, parents are encouraged to drive their children to school if possible.

**Self-Assessment:** Parents are responsible to assess their children daily before sending them to the school bus stop.

**Symptoms:** Children with any symptoms, must not enter the school bus (note: those with seasonal allergies or other COVID-19 like symptoms that are related to an existing condition can enter the bus but should manage their symptoms). It is expected than anyone with cold, influenza, or COVID-19 like symptoms are seeking assessment by a health-care provider.

**Personal Protective Equipment:** Secondary students will wear a mask while on school buses. For their own use, drivers will be provided with masks, face shields, gloves and hand sanitizer. Drivers will wear face masks and shields when students are entering and disembarking.

**Seating Plan:** An assigned seating plan will be in place. Whenever possible, there will be one student per seat and the seat behind the bus driver will be kept empty. When single seating is not possible, students will be seated with a sibling or another student within their cohort.

**Food/Beverages:** There will be no eating/drinking on the bus to reduce possibility of sharing and to reduce waste left behind.

**Cleaning/Disinfecting:** All buses will be cleaned and disinfected at the end of every run.

**Hand Hygiene:** Students must clean their hands prior to getting on the bus from home or school. **Physical Distancing:** Students are to respect physical distancing while the bus is being loaded/unloaded.

Important Government Links and Resources:

1. [Transport Canada](#)
2. [Federal Guidance for School Bus Operations during the COVID-19 Pandemic](#)
3. [BCCDC website](#)
4. [Government of Canada website](#)
5. [BCCDC's Cleaning and Disinfectants for Public Settings](#)

## **Cohort structure & Guidelines**

Under the BC government's Five-Stage Plan, school will resume under Stage 2 in September. Full time in-class instruction will take place within Cohorts. A Cohort is a group of students and staff who remain together throughout the school semester or year who primarily interact with each other.

### **A Cohort could be made up of:**

- A single class of students
- Multiple classes that sometimes join for additional activities
- A group of Senior students with the same courses
- Students joined by teachers, education assistants, other student support providers, cohort volunteers.

### **Cohorts at MCS:**

Cohort 1: Kindergarten and K/1 Class

Cohort 2: Grades 1 and 2/3

Cohort 3: Grades 3 and 4

Cohort 4: Grades 5 and 6

Cohort 5: Grades 7 and 8

Cohort 6: Senior school – grades 9 – 12

Cohort 7: Office Staff

Cohort 8: Administration

### **Cohorts provide additional opportunities:**

- More in-class learning time
- Increased peer interaction and support
- Increased peer interaction and support
- Decreased feelings of isolation and fixed routines

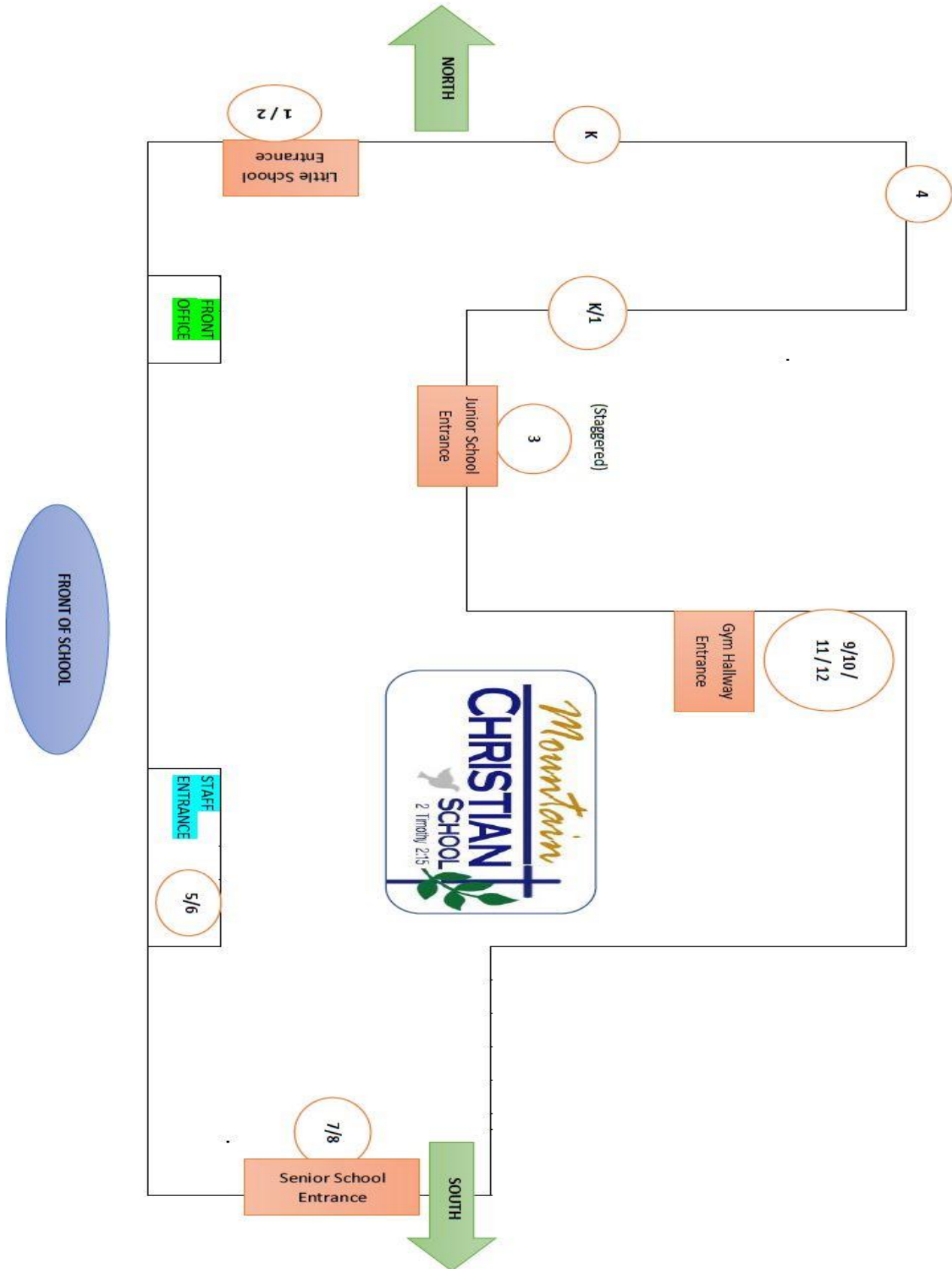


- Cohorts are smaller for Little and Junior students, recognizing that it is more challenging for younger children to maintain physical distance from each other, while older students are better able to minimize physical contact.
- The maximum established sizes is 60 (Little and Junior School) and 120 (Senior School).

#### **Interaction with different Cohorts:**

- Students from one Cohort can interact with students from a different Cohort when necessary for teaching and course delivery. Physical distancing will need to be in place in these circumstances.
- Senior students will be required to wear masks if the 2m physical distance cannot be maintained consistently.
- There will be times when a person outside of the school will need to interact with a Cohort. E.g. when the regular classroom teacher/EA is away. The adult is required to wear PPE and practice Physical Distancing.
- During break times (recess, lunch) students can socialize with peers in different Cohorts. There are different considerations for Little and Junior School than there are for Senior School students:
  - a) Little and Junior School– minimize physical contact when outdoors. Maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their Cohort or where they can be supported to physical distance.
  - b) Senior School – When interacting with peers outside their Cohort, students should maintain physical distance (2m). When it is required, Senior students capable of maintaining physical distance should be expected to do so. If a student is unable to physically distance, the student should socialize within their Cohort Group or where they can be supported to physical distance.

# COVID19 – SCHOOL ENTRANCE AND EXIT PLAN



## SEPTEMBER STARTUP PLAN

**Welcome  
Back**

**Mountain Christian School  
2020—2021 Start Up Plan**

Tuesday, Sept 8 Staff only	Wednesday Sept 9 Staff only	Thursday, Sept 10 Students & Staff	Friday Sept 11 Students & Staff
Safety orientation and training	First Aid Training for all staff	Students attend Safety orientation and Training in their Learning Groups  School day: 10:45—1:45	Students attend Safety orientation and Training in their Learning groups  School day: 8:45—2:45  Senior school:

**First day of regular classes is September 14th.**

For school specific information or information about our Covid19 response as well as where students will enter the school on the first day back, please refer to the package that was sent home and/or the school website @ mcsed.ca

**WE ARE SO EXCITED TO SEE YOU,  
TEACH YOU AND INSPIRE YOU!**

**What will students be learning?**

- Self Assessment at home
- Moving safely through the school
- Safety in common areas
- Washing your hands
- Where to play when outside
- Entering and Exiting the Building
- Safe use of school equipment, toys and computers
- Loading the Bus
- When and how to wear a mask

**AND**

**Get to know your teacher and friends!**