



ELEMENTARY STUDENT HANDBOOK

Revised June 2019

HOURS OF OPERATION

A. Classrooms..... Page 5
B. Recess and Lunch Time..... Page 5
C. After School..... Page 5

COMMUNICATION

Daily Planners..... Page 5

GRADING AND REPORTING PROCEDURES

A. Report Cards..... Page 5
B. Homework Philosophy..... Page 6
C. Monthly Scripture Memorization..... Page 7

ATTENDANCE

A. Late Attendance Page 7
B. Leaving School Early/ Signing Out and In..... Page 7

CO-CURRICULAR PROGRAMS

A. Chapel..... Page 8
B. Day Trips and Other Off Campus Events..... Page 8
C. Life-Style PE..... Page 8
D. Downhill Skiing..... Page 8
E. Out of Town Field Trips..... Page 9

INDIVIDUAL FUNDRAISING ACCOUNTS.....Page 9

STUDENT OUTREACH AND COMMUNITY SERVICE.....Page 9

AWARDS

A. Primary Certificate Awards (K-gr.3) Page 9
B. Scripture Memory (gr.4-7)..... Page 9
C. Golden and Silver Apple Award..... Page 10
D. Honour Roll Recognition and Certificate..... Page 10
E. Top Academic Student Award..... Page 10
F. Specialty Awards..... Page 10
G. Christian Character Award..... Page 10
H. Most Improved Student Award..... Page 10

GENERAL INFORMATION

A. Eating/Lunch and Recess..... Page 11
B. Designated Play Areas..... Page 11
C. School Supplies..... Page 11

D. Lost and Found.....	Page 11
E. Bus/Transportation.....	Page 11

DRESS CODE

A. Everyday Guidelines for Personal Appearance.....	Page 12
B. Physical Education.....	Page 12
C. Consequences for Dress Code Violations.....	Page 12

HOMEWORK/ASSIGNMENT/TESTS

A. Incomplete Homework Policy.....	Page 13
B. No Name Penalty.....	Page 13
C. Policy in Regards to Cheating.....	Page 13

MISCELLANEOUS GUIDELINES

A. Office Phone Usage and Cell Phones	Page 14
B. Indoor Shoes.....	Page 15
C. School Cleanliness, Damage and Vandalism.....	Page 15
D. Gum/Energy Drinks.....	Page 15
E. Money and Valuables; Personal Items.....	Page 15
F. Playground and Sports Equipment.....	Page 16
G. Skateboards, Rollerblades, and Scooters.....	Page 16
H. Bicycles.....	Page 16
I. Complaining, Verbal Abuse and Bad Language.....	Page 16
J. Forbidden Items.....	Page 17
K. Out of Bounds.....	Page 17
L. Leaving School Property.....	Page 17
M. Personal Space/ Six inch Rule.....	Page 17
N. Computer Use.....	Page 17

APPENDIXES

APPENDIX I: Discipline Policy.....	Page 18
APPENDIX II: MCS Harassment and Bullying Prevention Policy	Page 22
APPENDIX III: Community Standards Policy.....	Page 25

HOURS OF OPERATION

A. Classrooms

Classrooms are opened at 8:40 a.m. unless a teacher arranges to open earlier. Elementary students are to line up quietly and in an orderly manner in the designated outside area until allowed into the classroom. A warning bell will ring at 8:40 a.m. with classes beginning at 8:45 a.m. Classes dismiss at 2:45 p.m. Students are not to be in a classroom without teacher permission. Students are not to be dropped off before 8:15 a.m. as they will not be supervised.

B. Recess and Lunch Time

The morning recess is 15 minutes for primary (10:30 to 10:45am), and intermediate (10:50-11:05am). The primary and intermediate lunch break is 45 minutes (12:05-12:50). Elementary students are expected to go outside for all breaks except for the case of severe weather. Students may only be excused for health reasons and then only with a note or after a discussion between parent and teacher. Generally, a child too ill to go outside is too ill to be at school (except in cases of chronic illness). To a reasonable extent, students may be denied their break time in cases of incomplete school work or behaviour problems.

C. After School

Elementary school ends at 2:45pm; Teachers are generally available after school in their classrooms. Students may not remain in the classrooms after hours unless they are under the special supervision of a teacher who has given permission. Generally dismissed students will go to the playground, the bus stop, or to the area previously agreed upon to be picked up. Students who have to wait past 3:00pm while siblings are busy, or can't get a ride right away, are asked to wait outside the office and sit quietly. It is expected however that Elementary students will be picked up by 3:00p.m.

COMMUNICATION

Daily Planners (Gr. 1-7 not optional) - With the exception of Kindergarten, each student from grade 1 to 7 will be using day planners. **Some teacher`s will require that the daily planner be signed.**

GRADING AND REPORTING PROCEDURES

A. Report Cards

The Elementary year is divided into three distinct reporting periods. Secondary grades are on a semester schedule. students will receive an interim report along with the end

of semester report cards. The report evaluates work habits and attitudes as well as indicating achievement levels. Honour Roll is awarded for students in Grades 4-12. Students will be graded on the following scale:

Gr.1-3 (check mark in the following categories, along with comments)

Not Yet Meeting Expectations
Approaching Expectations
Meeting Expectations
Exceeding Expectations

Gr. 4-7 (letter grade only)

- A Excellent or Outstanding Performance in relation to learning outcomes
- B Very Good Performance
- C+ Good Performance
- C Satisfactory Performance
- C- Minimally Acceptable Performance
- I Incomplete - No demonstration of Minimally Acceptable Performance in reporting period
- F Fail - No demonstration of Minimally Acceptable Performance for the course

Effort and work habits will be graded according to the following scale:

- | | |
|--------------------|----------------------------|
| E Excellent | S Satisfactory |
| G Good | N Needs Improvement |

B. Homework Philosophy

Homework is not an option but an obligation. Homework is work assigned to be done during non-school hours and is designed to extend classroom learning, including practice (repetition and drill), preparation (groundwork for future class work), extension (application of skills and ideas to a new task), and creative work assignments (original use of previously learned skills). Homework provides experiences for children to learn good habits, time-management, and organizational skills that are essential for success and happiness in school and later in life.

- i. Homework Responsibilities of Students:
 - 1. Homework is to be done at a realistic standard commensurate with the child's abilities;
 - 2. Homework is to be submitted on time;
 - 3. When problems arise, students are to speak with their teacher

and/or parent.

The amount of homework assigned will increase as a student matures and curricular demands increase. Young children need time to play and be children; however, a few minutes each night builds habits, teaches time-management, and develops an attitude that places value on learning and homework. The average amount of time spent on homework as based on Ministry of Education guidelines can be summarized as follows:

K – 3	15 minutes daily
4 – 7	30 – 60 minutes daily (increases by grade)

C. Monthly Scripture Memorization

Not only does learning the methods and skill of memorization give a student an academic advantage that will benefit them throughout their educational career, but having the Word of God buried in their heart will pay immeasurable benefits when faced with the trials and tribulations of life.

Monthly Scripture memorization will be worth a portion of your child’s Bible mark each term. In Intermediate, a goal may be set that a student will complete a minimum of 70% of the scriptures (7 out of 10) in order to have earned participation in the year end trip. It is expected that teachers will introduce the scripture passage with an exploration of what it means, explain difficult vocabulary, and review the scripture orally with the students on a regular basis. It is up to the students to ensure the scripture is recited to the teacher, or other designate, by the end of the month in order to earn full credit.

ATTENDANCE

A. Late Arrival

In the morning a warning bell rings at 8:40 am and a student is considered to be late when he/she is not in their homeroom classroom (high school) by 8:45 a.m. **All late students must check in at the office for a late slip**, along with a note from your parent, and to ensure attendance records are adjusted from absent to late. **Secondary students with no valid excuse will serve an afterschool detention for being late.**

B. Leaving School Early/ Signing Out and In

If for some reason a student must leave during the school day, a note should be provided for the teacher indicating the time of the appointment.

CO-CURRICULAR PROGRAMS

A. Chapel

Each Wednesday morning an Elementary Chapel is held in the gym (Gr. K-7). This is characterized by regular singing and Bible teaching. Regular Chapel attendance is required.

K-12 Chapel is generally held once a month to celebrate calendar holidays. These are special assemblies that involve student participation and extra special presentations. Parents and other guests are welcomed and encouraged to join us for any of the Chapel events.

B. Day Trips and Other Off Campus Events

Depending upon the grade, classes often avail themselves of field trips off campus, which support and enhance the material being covered in the various subject areas. It is expected that all students will accompany the class on any off-campus field trips that occur during school hours because they are considered part of the learning.

Students are also expected to participate in any special presentations or competitions that occur after school hours that represent Maranatha. The annual Carnival is used as a fundraiser to help pay for more expensive year end trips.

C. Life-Style PE

We generally schedule *swimming, skating, gymnastics* and *bowling* for students from grades K-7. They will be scheduled throughout the year and will enhance our regular physical education program. During this time, regular gym times may be cancelled depending upon time constraints in academic areas. It is expected that all children will participate in these classes. Parents must discuss exemption with the teacher.

C. Downhill Skiing

This has been a popular offering in years past and is a wonderful opportunity to try this sport at a reasonable cost. Students have the choice of *skiing* or *snowboarding*, but must participate in lessons. This opportunity will be offered at least once a year, but is dependent upon student numbers. Grade 1-3 students will need to be accompanied by a parent or designated chaperone.

D. Out of Town Field Trips

Through the year, the potential for out of town trips may arise. It could be a Drama trip to see a theatre production in Vancouver, a Science trip to visit a lab or Science Centre, or a youth conference with a visit to TWU. These trips may or may not be open to all students and will have various costs attached to them.

INDIVIDUAL FUNDRAISING ACCOUNTS

Students at Maranatha have the unique privilege of having an individual fundraising account, in which money raised by selling items, or contributing time, is placed in their account and can be saved over the course of their attendance at MCS. Students can access that account to pay for various field trips as they come up. Money in various accounts can be pooled within the family to cover costs, but cannot be removed for cash.

STUDENT OUTREACH AND COMMUNITY SERVICE

All appropriately-aged students are encouraged to participate in all outreach and community service projects that are supported by the school. Often these outreach initiatives are student or classroom driven, other times it is staff driven. We regularly support **Operation Christmas Child** and the local **Salvation Army**.

AWARDS

An Awards Ceremony is held at the end of each year to honour students for excellence in a number of school areas. Although we measure success in traditional ways by recognizing academic, artistic, and athletic achievement, we do try to examine beyond those boundaries and identify excellence in matters of the heart as seen in Christian service and character.

A. Primary Certificate Awards (Gr. K-3)

At the primary level, we ensure that every child, regardless of academic ability, receives an award that represents their special talent or contribution to the class.

B. Scripture Memory Certificate (Gr. 4-7)

This award can only come with diligence, determination, and support from the family. All memory verses for the entire year (one for each month) must be completed and recited to the teacher (or approved alternative) before the last reporting period.

C. Golden and Silver Apple Award

This special medallion and monetary award can be earned for memorizing the entire book of Proverbs (Golden Apple, \$400), or for memorizing chapters 1 to 16 (Silver Apple, \$200).

D. Honour Roll Recognition and Certificate (Gr. 4-12)

To receive "B" honour status, a student must earn an overall "B" average (minimum 73%) with no more than one C in a reporting term. To receive "A" honour status, a student must earn an overall "A" average (minimum 86%) with no more than one C+ in a reporting term.

E. Top Academic Award (Gr. 4-10) Top Science and Humanities (Gr. 11-12)

This award is given to the one student from each grade (or subject area for Gr. 11-12) that has the highest overall academic average for the year.

F. Specialty Awards (Intermediate and Secondary)

These awards are awarded to students who best demonstrate talent in an area and whose participation and good attitude contribute positively to a specific program. Specialty awards include ***Athletic, Drama, Art*** and ***Home Economics***. These specialty awards can be added to as various programs are developed.

G. Christian Character Award (Intermediate and Secondary)

This award is given to students who best demonstrate the *Fruit of the Spirit*. These students stand out in their consistent living and following in the steps of Jesus in their relationship with others.

H. Most Improved Student Award (Intermediate and Secondary)

This award is presented to the student that has shown the greatest improvement over the school year. This improvement is not restricted to academics but can also reflect a combination of improvement in behaviour, work ethic and attitude.

GENERAL INFORMATION

A. EATING/Lunch and Recess

Microwaves are available in each classroom except for K/1. Specific classroom guidelines must be honoured around its use. Glasses, bowls, plates, can openers and other cutlery are not available for student use. All students are to clean up after themselves. No food may be stored in the school overnight. The school reserves the right to throw away any containers that have food remaining in it. Empty, clean containers will likely be put in the lost and found.

Elementary lunch is to be eaten inside during the allotted time and then students may proceed outside. Elementary students are encouraged to take a healthy snack outside with them for recess.

B. Designated Play Areas

Primary Students: Gr. K-3 must play in the front playground only. They have full access to the playground equipment.

Intermediate students: Gr. 4-7s may a) play in the front playground, b) have access to the basketball court in the back, and c) go to the top field when it is open and supervised. Top field is generally closed for the winter. Grades 4-7 are not to loiter in the parking lot, or loiter outside these three designated areas – as they are not supervised.

C. School Supplies

The majority of elementary school supplies are included in your tuition and provided for you. Teachers will inform students/parents if there is anything else to purchase. All items should be marked with the child's name. Students are responsible to use and take care of their supplies carefully. They are to be replaced as needed.

D. Lost and Found

A "lost and found" box is located in both ends of the school. All unclaimed items, regardless of the obvious value, will be donated to the Salvation Army twice a year.

G. Bus/Transportation

MCS has a morning bus schedule for picking up students in town. If you would like a morning pickup, please contact the school office. After school, the MCS school bus will take students on

an in-town circuit, dropping students off at Columneetza, Cariboo Bethel and ending at the Evangelical Free Church. This is done to primarily meet the needs of those students who have to get to their Columneetza connection to catch the public, school bus. When the bus is unavailable, staff will assist in helping those students make it to their connection. Let us know if you are qualified and available to drive.

STUDENT GUIDELINES AND RULES

DRESS CODE

Our philosophy behind dress code is based on three earmarks: **Acceptability, modesty and cleanliness**. We will not accept fashion statements that are deemed excessive, distracting or inappropriate. Administration reserves the right to make a judgment call. It's a simple reality that age, sex, body type, height, material and style can make a difference between appearing modest or immodest, acceptable or unacceptable. It is expected that students will abide by the dress code daily with the exception of school approved fun days (PJ day, Wacky Hair day...) in which some guidelines are suspended.

A. Everyday Dress Code for School and Extra-Curricular School Events

- 1) Basic personal hygiene should be apparent.** Be clean and presentable daily.
- 2) Wearing items that are openly contrary to Christian ethics is prohibited.**
 - Avoid any logos, sayings or symbols that are offensive or contrary to Christian ethics.
- 3) Avoid excessiveness in jewelry, piercings, and clothing.**
- 4) Avoid clothing that can be interpreted as immodest in nature.**
 - Avoid all styles that reveal undergarments.
 - Avoid styles that reveal inappropriate levels of bare skin (chest, low neckline, torso, and thighs). Miniskirts, short shorts and cropped tops are prohibited.
 - Avoid all styles that are inappropriately tight. Stretch-based materials in shirts, dresses and pants need to be worn with caution. All tight fittings leggings/tights/stretch pants need to have the buttocks & crotch region covered.
- 5) Students need appropriate footwear at all times.** Shoes need to have non-marking soles. No slippers or bare feet, or shoes you cannot walk properly and safely in.

B. Physical Education

- K-3 are not required to have separate gym strip
- Grades 4-12 are required to have proper gym strip

All students must have a separate bag with PE strip at school. This will need to be washed at least weekly. ****Please note: Students who do not have proper PE Strip, including footwear,**

on gym days will not be allowed to participate which will affect their overall PE mark.

- **Shoes:** Proper running shoes are necessary.
- **PE bottoms:** Good fitting mid-thigh athletic shorts, board shorts, track pants or jogging pants in good condition are acceptable. No spandex or 'short shorts' allowed.
- **PE tops:** The grey Maranatha PE t-shirt or one of the House Team t-shirts is required for gym class. If in the wash, an appropriately modest t-shirt following school guidelines is necessary.

****Please label all PE Clothing items!!! This prevents problems and loss!!!**

C. Consequences for Dress Code Violations

Elementary dress code violations will be managed by the teacher and communicated with parents. Students arriving in inappropriate dress could be asked to change, or wear a clothing item provided by the school.

STUDENT HOMEWORK/ASSIGNMENT/TESTS

A. Incomplete Homework Policy

The classroom teacher will deal with any student who does not complete homework on time, or to an expected standard. Repeated non-compliance may lead to a team based meeting with parents to determine the problem. Please communicate with teachers if there was difficulty completing the homework.

B. No Name Penalty

No Name on an assignment or a test handed in is considered incomplete and could lose up to 10%, based on teacher's discretion.

C. Policy in Regards to Cheating

Cheating in any form is a serious offence, whether it be plagiarism, using somebody else's computer disk, taking cheat notes into an examination, copying someone else's homework, or using the work done by a student in a previous year. The automatic penalty for cheating is a zero. The student may also be placed on the **discipline cycle** (*appendix I*). If a student knowingly assists another to cheat, they will receive the same penalty.

MISCELLANEOUS GUIDELINES

A. Cell Phone Policy

Students and Cell Phones: Cell phones are increasingly becoming [more of an issue for schools](#). It seems that every school addresses this issue with a different cell phone policy as students of all ages have begun to carry cell phones to school.

While cell phones offer both communication and safety benefits for parents and students, like most technologies, they also pose some safety risks to our students. It is of utmost importance to us that students, teachers and parents are aware of these risks and of Maranatha's cell phone policy.

Cell Phones at Maranatha: Students are permitted to bring their cell phone to school.

Elementary: All elementary cellphones must be put away (out of sight) from 8:15am-2:45pm. Students are to give their cell phone to their classroom teachers when entering the classroom. Cell phone will be confiscated if students are caught using them between 8:15am-2:45pm. No exceptions.

First offense: confiscated for the remainder of the day

Second offense: confiscated for the day, and parents pick it up after that time

Third Offense: put on level one of the discipline cycle

Taking photos or videos: There is a NO PHOTO and NO VIDEO rule for cell phones at Maranatha. If you are caught taking a photo or making a video of anything or anyone, including yourself, at Maranatha, you will be placed on the discipline cycle. **Exception:** If you have teacher permission for a class assignment.

Parent protocol: One of the issues that cell phones pose is parents bypassing the school office when communicating directly with their children. Parents should not be calling students during class time; parents need to continue to inform the school office when arrangements and appointments affect their child's schooling.

Student signature _____ I agree with this policy

Parent signature _____ I agree with this policy

Office Phone Usage by Students

1. Students do not have permission to use a school phone during class time.

2. If a student is sick, an EA or the teacher will write a note for the student to take to the school office, and the school secretary will call the parent and request a parent to come and pick the student up.
3. The public phone will be available to students in the hallway outside the school office at lunch time and after school only.

B. Indoor Shoes

During snowy or wet weather conditions, it is required that students remove footwear at the school entrance. It is required that all elementary students are to have an inside pair of shoes to be kept at school at all times. Parents, please remove any wet or muddy footwear upon entering the facility as well.

C. School Cleanliness, Damage and Vandalism

Students are expected to cooperate in keeping classrooms, washrooms, hallways, lockers, desks and other parts of the school clean and presentable. Any request by staff for a student to clean up an area must be met with compliance.

Accidents involving damage needs to be reported to a teacher or principal immediately.

Students who vandalise or cause damage as a result of carelessness or roughhousing must reimburse the school for any loss or damage to school property. Furniture, equipment, and books are not to be defaced or marred in any manner. The student(s) may also be placed on the **discipline cycle** (*appendix I*) as a result of their behaviour.

D. Gum and Energy Drinks

Gum and energy drinks are banned in elementary school.

E. Money and Valuables; Personal Items

Students are discouraged from bringing money to school that is not needed for a specific school purpose (lunch, offerings, field trip, etc.). For elementary students, if items brought by special permission have special value, they are to be given to the teacher upon arrival in the morning.

All non-curricular personal items that a student wishes to bring to school must be approved by a staff member upon the student's arrival at school. All materials that are not approved will be kept in the school office until dismissal and then will be given to the student to return home. If the material is found at school again it will be confiscated and returned only to the parents. Within reason, musical instruments (guitar) may be

practised at school but are to be played in areas that are not disruptive and with the supervisor's permission.

F. Playground and Sports Equipment

Playground and sports equipment must be used in a manner consistent with the purpose for which it was made. All safety guidelines are to be followed. Equipment must be cared for and returned to the proper place. A student may bring equipment from home, with parent and teacher approval, but it must be marked with the student's name and it is the student's responsibility to care for it and store in an appropriate place in the classroom. Equipment that could pose a danger (e.g. golf balls, bats) may not be brought to school.

G. Skateboards, Rollerblades, and Scooters

Skateboards, rollerblades, and scooters are not to be used in the school or on school grounds. The school will not held liable for injuries that occur in the prohibited use of these items at school.

H. Bicycles

Students are welcome to ride bicycles to school if they live close enough to do so. However, once a child is on school property, they are to walk the bicycle to the spot where it will be kept. Students found using this equipment in a manner deemed to be injurious will lose the right to use this equipment on school grounds. Please ensure that your child has a lock that he/she is able to handle. The school does not take responsibility for any loss or damage to bicycles. Helmets are required by law.

I. Complaining, Verbal Abuse and Bad Language

Public griping in the hallways is not tolerated. Grumbling, back-talk or disrespect to staff will not be tolerated. If a student or parent is unhappy over a situation seek to have a discussion with a teacher or principal. Do not sow discord or become inflammatory. Malicious slander and gossip are Biblical sins and are not allowed. There will be no putting down of other students. Verbal abuse, outbursts of anger and bullying will not be tolerated. Bad language in the school, including cursing, dirty jokes and immodest inferences will also not be tolerated. Students engaged in this will be placed on the discipline cycle.

J. Forbidden Items

Guns, knives, fireworks, weapons and illegal drugs are not permitted on campus and will

be confiscated. Possession of such items are illegal and will inevitably involve law enforcement and school expulsion.

Lighters, matches, sparklers, cigarettes, suggestive magazines etc... are also not allowed on campus. Discovery of these items anywhere on school grounds, including knapsacks, desks, person, will result in immediate confiscation. Student placement on the **discipline cycle** (*appendix I*) may follow in accordance to the policy.

K. Out of Bounds

The following areas are out of bounds to students without staff permission:

1. Other students' desks, bins, cubbyholes;
2. School office, Admin offices and Principal's office;
3. Computers and related equipment and materials;
4. Classrooms when staff is not in attendance;
5. Chapel and musical instruments;
6. Autos and parking area;
7. Janitor and Mechanical room;
8. Staff washrooms, staffroom and meeting rooms;
9. Outside fenced playground areas; forest area above upper lot, lower lot

L. Leaving School Property/Off Campus

No student (K - 9) may leave campus at any time without being accompanied by a legal adult with parental permission. Any special circumstances to this must be arranged in advanced.

M. Personal Space/ Six Inch Rule

Naturally when friends are playing, socializing, or sitting next to each other in the classroom, on the bus or at an assembly, the personal space allowance is smaller and students can interact without difficulty; especially when guards are down, and there is an atmosphere of mutual respect. There are times when a student needs to either have or give more personal space, for there to be equilibrium.

We have a standard reminder that we employ when necessary, called the "six inch rule". Students understand that it means to back off, stop roughhousing or showing public displays of intimacy, or in overly affectionate friends. It is an easy verbal warning/reminder for students to be careful, before they are reprimanded.

N. Computer Use

Students may not spend time at school playing computer games, or use it for social networking, unless specifically allowed by a teacher for an educational purpose. Any student who does not use the lab appropriately or who displays unacceptable behaviour will be denied access and potentially be placed on the **discipline cycle** (*appendix I*).

APPENDIX I: DISCIPLINE POLICY

The Process of Discipline

2 Timothy 3:16-17 suggests four attributes or steps of discipline: "*All Scripture is God-breathed and is useful for **teaching, rebuking, correcting and training in righteousness**, so that the man of God may be thoroughly equipped for every good work.*" (NIV)

These steps are a process leading to correct behaviour. They culminate in step 4 where the **discipline cycle** is implemented.

A. Step 1: Teaching

Discipline begins with instruction. Students must clearly know what is expected of them. "And fathers . . . bring them (children) up in the nurture and admonition (instruction) of the Lord."

B. Step 2: Confrontation (rebuking)

The student who violates a **minor** rule is lovingly but firmly confronted. An immediate change of behaviour or attitude is expected. Parents may be notified. When rebellion is expressed by repeated violation of **minor** rules the student is referred to the principal or his designate. The **discipline cycle** is implemented. Parents will be notified. Any single violation of a **major** rule as described below is immediately referred to the principal or his designate. The steps of the **discipline cycle** are implemented. Parents will be notified.

C. Step 3: Restitution (correcting)

The student in all cases will be required to make restitution and correct the violation. This may involve such actions as seeking forgiveness, or repairing or replacing damaged property. It is through the process of restitution that the student can experience the assurance that they have taken responsibility for their actions and have done what they can to correct the wrong.

D. Step 4: Corrective Discipline Cycle (training in righteousness)

Where steps 1 through 3 fail to correct a minor violation, or when a major violation occurs, the student is referred to the principal or vice principal who implements step 4 (**the discipline cycle**). The goal of step 4 is to discourage further wrong-doing and promote reconciliation. The following

discipline cycle will be administered by the principal or his designate.

The discipline cycle applies only to Major offenses and repeated Minor offenses. Extreme offenses are very serious in nature. (*see next point --. Classification of Offenses*) If an extreme offense is involved, the process may proceed to expulsion without having first exhausted the other steps. The purpose of the discipline cycle is to assist parents in the corrective process of their children by:

- making clear the consequences of inappropriate behaviour,
- making clear that opportunities exist to develop responsibility for one's behaviour,
- requiring students to evaluate their behaviour,
- giving students positive alternatives to inappropriate behaviour,
- providing immediate and consistent, logical, consequences for inappropriate behaviour.

1. First Major Offence Level 1 (Repeated minor offenses become a major offence)

A teacher will refer the student to the principal or his designate in writing. Parents will be notified in a letter that the discipline cycle has been implemented, and the "teacher referral report" is sent home. The student will be required to make any appropriate restitution. Often, the student will be required to write a letter owning up to the violation, stating the natural consequences of the behaviour, and offering positive alternatives. The student may also serve detentions after school as a logical consequence for educational time stolen as a result of the violation, or lose a privilege. The violation will NOT become part of the student's permanent record. Some form of community service may be required upon re-admission to class.

2. Second Major Offence Level 2

The consequence is an at-home suspension for two school days. A suspension is, by definition, a removal of a student's right to attend regularly scheduled classroom instructional sessions. The principal or vice principal may also suspend a student when he/she deems the circumstances warrant that level of discipline. However, it is understood that the suspension process will only be pursued when other alternatives have failed, or when an action is severe enough to warrant removal of the student. It will be the principal's or vice principal's responsibility to inform parents of a suspension and involve the parents and the student in the resolution of a suspension. The suspension will become part of the student's permanent record. A letter written by the student explaining why the violation was wrong, and a commitment to change will be necessary. Some form of community service may be required upon re-admission to class.

3. Third Major Offence Level 3

The consequence is an at-home suspension for 5 school days. This suspension will become part of the student's permanent record. A meeting of the School Council will be held to discuss the

student's record and possible further action including the possibility of expulsion. If the student is accepted back, community service will be required.

4. Fourth Major Offence Level 4

When this occurs, the student will be suspended immediately until the expulsion process is completed. An expulsion is, by definition, a removal of a student's right to attend school. If the school principal recommends expulsion, he will refer the decision to the Administration Team. The Administration Team will meet with the student/parent(s)/guardian(s). The student/parent(s)/guardian(s) will be informed that they may bring an advocate with them if they so desire. If the Administration Team imposes an expulsion, the student and his/her parent(s) or guardian(s) will receive a letter notifying them of the expulsion decision and informing them of their right to appeal. Appeals are made to the School Council, which will act as the Appeal Committee. If an appeal of the decision is going to be made to the School Council, the student/parent(s)/guardian(s) must file the appeal in writing with to the Principal within 5 working days following receipt of the administration's decision. If an appeal is not made within the specified time period, the decision of the administration regarding expulsion shall be final and not subject to any further appeal.

Classification of Offenses

- A. **Minor offenses** are those that are annoying but not particularly harmful to one's development. Minor offenses are handled on the spot by the staff member involved. Offenses *could* include such things as:

- | | |
|---|------------------------------------|
| -breaking minor classroom rules | -chewing gum when not permitted |
| -running in the building | -consuming energy drinks |
| -hats on in the building | -lack of courtesy |
| -unkind, careless remarks | -dress code violations |
| -unproductiveness | -inappropriate noises |
| -late for class | -misuse of equipment and supplies |
| -class disruption | -roughhousing (consenting parties) |
| -first signs of public displays of intimacy | -littering |
| -using computer for personal use | -unprepared for class |

These are offenses which are NOT dealt with through the **discipline cycle** unless the behaviour persists. These offenses may require an apology, some school service, loss of a privilege, or result in a detention with a teacher (elementary) or vice principal (high school).

B. Major offenses are behaviours which are disruptive, disrespectful to people or property, insubordinate, or potentially harmful to the students/staff or to the overall standards of our school. Major offenses are referred to the principal or vice principal for immediate implementation of the **discipline cycle**. Level 1 is standard, but Level 2 could also be implemented. Major offenses *could* include such things as:

- continued violation of minor rules
- filthy talk including coarse language
- swearing, cursing
- overt disrespect for authority
- intentionally out of bounds
- stealing, lying
- fighting, retaliating
- leaving campus without permission
- skipping classes, truancy
- continual unproductiveness
- throwing objects
- making deliberate mess (ie: washrooms)
- racial slurs
- discriminatory remarks or actions
- deliberate disobedience, defiance
- bullying, harassment, intimidation (appendix II)
- possession of cigarettes
- defacing minor property, pranks
- arguing, yelling at staff
- threats out of anger
- overt/deliberate class disruption
- continual rude or mocking behaviour
- cheating
- plagiarism
- public displays of intimacy (ie: dating couples that have been warned

C. Extreme offenses are those that require immediate removal of the student from the school temporarily or permanently; the implementation of Levels 3 or 4 of the **discipline cycle**. These are dangerous behaviours or life style offenses that indicate insufficient support for our community standards (*appendix IV*). These offenses *could* include such things as:

- all steps of the discipline cycle have proven ineffective
- any and all criminal offences
- possession, promotion or use of alcohol, illegal drugs or other harmful substances
- possession, promotion or use of weapons
- promotion of gambling
- promoting, smoking cigarettes on school campus
- possession, promotion or use of pornography on school campus
- actions that purposefully bring physical, sexual or serious psychological harm to others
- actions that put school community at risk: deliberately tampering with safety mechanisms, playground equipment, setting traps, starting fires etc...
- actions that purposefully bring costly harm to school or personal property: ie: windows, vehicles, vending machines, computers etc...
- causing serious strife and division;
- working to weaken the reputation/foundations/principles of the school
- promoting heretical, occult or other anti-Christian teachings
- flaunting, bragging about illegal, immoral activity committed off campus

-veiled or direct threats that indicate planned harm towards students and staff

APPENDIX II: MCS HARRASSMENT & BULLYING PREVENTION POLICY

STATEMENT OF INTENT

WE, THE COMMUNITY AND SUPPORTERS OF MARANATHA CHRISTIAN SCHOOL, are 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 outgrowth 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. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, and fairly.

DEFINITION OF BULLYING

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty for the purpose of hurting another person physically and/or psychologically and/or socially. Bullying can be on-going, or one serious incident. Bullying carries the ramifications of causing pain and sustained stress for the victim. Bullying is never justified and is not excusable as “kids being kids”, “just teasing” or “part of growing up”.

Bullying is NOT a temporary argument, fight or hurt feelings between friends, or social equals. However, an apparent friendship or dating relationship could have covert dynamics that would be classified as bullying. Bullying involves hierarchal power structures, with either real or perceived social or physical dominance over the victim. Bullying often makes the victim feel powerless; that could eventually lead to explosive/destructive behaviour from the victim.

SPECIFIC TYPES OF BULLYING MAY INCLUDE, BUT ARE NOT LIMITED TO:

- SOCIAL:** Pattern or serious incident of shunning, excluding, rejecting, humiliating, public intimidation, spreading rumours through gossip, notes or social media, cyberbullying, discriminating against sexual orientation or gender identity and expression with the intent/ purpose of isolating the victim socially from peers.
- PHYSICAL:** Pattern or serious incident of pushing, shoving, kicking, tripping, punching, throwing objects, manhandling, intimidating, stealing from, or using any sort of violence against a victim with the intent/purpose of causing harm or fear.
- VERBAL:** Pattern or serious incident of name-calling, insults or threats, discriminating against sexual orientation or gender identity and expression with the intent/purpose of causing psychological/emotional harm or fear.
- SEXUAL:** Initiating and/or executing unwanted sexual contact such as touching,

groping, petting, pinching, rubbing and grabbing, as well as making sexually suggestive, threatening and/or abusive comments, with the intent/purpose of making the victim feel worthless/violated/fearful.

RACIAL: Social, physical, verbal or sexual bullying directed around the victim's race, religion or ethnicity.

POLICY OBJECTIVES

1. All principals, teaching and non-teaching staff, students and parents should have a full understanding of what bullying is. Harassment and Bullying Prevention Policy should be reviewed annually.
2. All school faculty and staff should be thoroughly familiar with the Harassment and Bullying Prevention Policy and should follow it appropriately when bullying is reported or observed.
3. Encourage the reporting of bullying incidents, both observed and experienced, and include confidentiality as an option in making such reports. The administration will take all reasonable steps to prevent retaliation by a person against a student who has reported a bullying incident.
4. All students and parents should be thoroughly familiar with the Harassment and Bullying Prevention Policy and should know what steps to take when bullying occurs.
5. Students and parents should be reassured that the school takes bullying seriously and will support victims and their families when bullying is reported.
6. Bullying will not be excused, permitted or tolerated once it is made known to staff.

WARNING SIGNS AND SYMPTOMS OF BULLYING

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 their torment at the hands of the perpetrators if they risk telling. If no one believed or supported them, this result would be likely. Parents and faculty should openly encourage students to report incidents of bullying that are observed or experienced at school, at school related activities, or in other circumstances where engaging in the activity will have an impact on the school environment.

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:

1. Is noticeably frightened or evasive when asked "What's wrong?"; unconvincing excuses to questions regarding the following behaviour

2. Suddenly loses appetite
3. Begins bullying or showing unusual aggression with siblings, playmates or other children
4. Repeatedly "loses" lunch, money or possessions
5. Has unexplained cuts, scrapes or bruises
6. Comes home with clothes dirty or torn, or books/possessions damaged
7. Begins to perform poorly in schoolwork
8. Repeatedly claims to feel ill before going to school
9. Cries him/herself to sleep at night; nightmares
10. Threatens or attempts suicide or other forms of self-harm
11. Attempts to or actually runs away from home
12. Begins stammering, appearing nervous and/or afraid to look people in the eye
13. Seems withdrawn, anxious or suddenly suffering from low self-esteem
14. Begins to skip school or begs to change schools or not to go to school
15. Makes significant changes to his/her usual routine
16. Begs to be driven to school so as not to take the bus or walk

It should be noted that the above signs may indicate other problems, but bullying should be promptly considered as a possibility to look into.

PROPER BULLYING REPORT/RESPONSE PROCEDURES

1. All bullying incidents observed and experienced should be reported immediately to a staff member.
2. Staff members will record all reported and observed bullying incidents and forward them to the Vice Principal and Principal (also Learning Assistance Director if the victim or perpetrator is on an IEP).
3. Initial interview with the observer and/or victim will be held to substantiate the report. If the incident is to be pursued the Administrator will seek to get a full report and to determine the extent of the complaint.
4. Parents of both victim and perpetrator will be informed that there is an investigation and may be summoned to the school for a meeting(s). In severe instances, the local police may be contacted.
5. The bullying behaviour will be fully investigated, with both victim and perpetrator(s) informed that the behaviour will/must stop immediately. The investigation results will determine consequences based on the **MCS Discipline Policy** (*handbook appendix I*) along with the following considerations (if there is a willingness to cooperate):
 - The perpetrator may meet with a designated staff member(s) 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 behaviour), and to learn appropriate means of changing behaviour.
 - The perpetrator may be asked to genuinely apologize to the victim and/or, if the

victim prefers, will sign a letter promising to avoid all future contact with the victim. The perpetrator may have to fulfill other obligations to help make amends.

6. After the incident has been thoroughly investigated and dealt with, faculty will monitor both students (including regular “check ins”) to ensure that bullying does not resume or reoccur.

NOTE: If it is a parent/guardian that comes to the school to report that their child has confessed that they are being bullied, then the procedure will begin with STEP 3.

TOOLS FOR PREVENTION AND EDUCATION

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

1. Writing, posting/otherwise making very visible a set of descriptive school rules – (PBIS) Positive Behavior Interventions and Supports. This school wide write at MCS has been assigned PROVE as an acronym which stands for POLITE, RESPONSIBLE, OBEDIENT, VALUED AND ETERNALLY MINDED and is used with students to clearly define what acceptable behavior looks like in every situation.
2. Making this policy available to all students, faculty, staff and parents. Asking students to sign and adhere to MCS Community Standards, and the MCS Harassment and Bullying Prevention Policy.
3. Engaging students in role-playing, creative writing exercises and/or open discussions about bullying (ie. Restorative Justice Process).
4. Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports

Revised March 2019

APPENDIX III: COMMUNITY STANDARDS OF CONDUCT

PREAMBLE

Maranatha Christian School (MCS) is a faith community based largely on persons confessing Jesus Christ as their Saviour and Lord. Cooperation with parents in the academic, emotional, social and spiritual nurture and development of children is vital. With this in mind, we seek to clarify how our faith and mission serve as the foundation upon which our lives (thoughts, beliefs and behaviours) are built.

What does it mean to be a part of a faith community such as Maranatha Christian School? That is a good question, and a good place to begin. The most significant difference you will find

between MCS and public schools is our belief and teaching that:

- a) God's Truth exists in His creation and is revealed to us in the Bible and in the person of Jesus Christ.
- b) People who understand God's Truth behave differently.

We take seriously our responsibility to bear the name of Jesus Christ in a way that reflects His Truth. So, you will find that we have certain community standards you must live by while enrolled as a **student** at MCS. We believe these standards strongly reflect God's Truth.

Above all, our community is to be characterized by the grace of God. Grace is undeserved favour or getting good things which are not deserved or earned. That means that even in corrective and disciplinary action, you will be treated with respect as we strive for restorative rather than punitive justice. In each instance where a member of the student body steps outside of the boundaries of appropriate behaviour, applying grace that leads towards reconciliation and restoration is our clear goal. However, this does not preclude us from taking necessary disciplinary action.

It is important for your personal safety and the unity of the student body that we agree to abide by these values that allow us to live in healthy community. When you enrol at MCS you are agreeing to abide by our community standards of conduct as listed in the handbook while involved in school events on and off school property.

Purpose

The purpose of the Community Standards is to clearly outline the expectations of how the MCS mission statement, vision and core values are lived out in the life of the student. It is also the intent of this document to provide the Biblical standards regarding the behaviour and lifestyle of those who attend Maranatha Christian School.

- To serve as a minimum standard to help unify the community and challenge each student to greater maturity and Christ-likeness.
- To administer these standards in an attitude of grace and reasonable discretion so that those affected can experience truth in love and be encouraged to grow in their walk with Christ.
- To clearly define who we are and what we stand for to the community-at-large.

Where there is a continual or intentional disregard for the spirit or the letter of these standards, the MCS School Council and the Evangelical Free Church of Williams Lake Executive Board will take the necessary action it may deem appropriate in accordance with the Discipline Cycle.

Life-Style and Operational Implications

Student membership in the MCS community is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its standards of conduct. In return, they gain the privilege of enjoying the benefits of the community and undertake to work for the best interests of the whole community (Phil. 2:4).

Compliance with these standards is simply one aspect of a larger commitment by students and staff to live together as responsible citizens, and to follow an ethic of mutual support, Christian love in relationships, and to serve the best interests of each other and the entire community. Students, who are invited to become members of this community but cannot with integrity pledge to uphold the application of these standards both on and off campus, are advised not to accept the invitation and to seek instead a learning environment more acceptable to them.

Community Standards are intended to reflect a preferred lifestyle for those who belong to this community rather than "school rules,". All members of the community are responsible to:

- *Conduct themselves as responsible citizens.*
- *Respect the school's vision, mission and core values*
- *Limit the exercise of their Christian liberty in accordance with the school's purposes and the best interest of other members of the MCS community.*

Students are required to commit themselves to follow the Community Standards and to maintain the integrity of that commitment.

STUDENT COVENANT

As members of the Maranatha Christian School community, we hereby covenant to live so as to affirm our values, principles and beliefs, and to abstain from actions that are outside of, or contrary to, the values, principles and commonly held beliefs, agreeing to the following community standards of conduct:

Community Standards of Conduct

1. Honouring Relationships

Students are expected to show respect, love and consideration for others. They are expected to act with kindness and positive regard for the well-being of each person, and to practice respect for all people at all stages of life. Respect for others can be evidenced by encouraging and building up others, showing compassion, demonstrating unselfishness, and displaying patience. This leaves no room for harassment, discrimination, disrespectful teasing, bullying, or physical or verbal threats towards any fellow student, staff or visitor.

Differences of opinion on any issue are permissible, expected, and will frequently be encouraged to be voiced as part of the educational process. However, dialogue about differences is always to be conducted with reason, consideration for the feelings of others, and recognition of MCS as a unique, faith-affirming community called to serve within the diverse society in which we live. Student conduct that disrupts classes or the general operation of the school will not be permitted.

Note: We believe that, without exception, every human being is a valuable person created by God in His image (Genesis 1:26-27) and thus possesses inherent dignity. Therefore, we are called to love and treat every person with genuine respect. This manner of living obeys Jesus' commandment to show love for others (John 13:34-35) echoed by the Apostle Paul (Romans 14:1, 1 Corinthians 8:13). (John 13:34-35; Romans 12:9-21; 1 Corinthians 13; Ephesians 4:25-32; 2 Timothy 2:24-26)

2. Personal Purity

Students are expected to avoid materials and activities that promotes unbiblical sexual behaviour (for example homosexual, adulterous and promiscuous behaviour) or exploit or degrade human sexuality. This includes refraining from viewing or distributing sexually explicit materials.

Note: (Psalm 101:3; Romans 1:31-32; 1 Corinthians 6:12-20; Galatians 5:18-21; Ephesians 4:17-24; 1 Timothy 1:9-10; 1 Thessalonians 4:3-8; 1 Peter 2:11-12)

3. Dating Relationships

Students who have a special 'dating' relationship with another person need to refrain from displays of affection such as holding hands, embracing, or kissing while on campus or off campus for a school event.

Note: We believe that God's Truth teaches us to engage in sexual relations only within the confines of a biblical marriage relationship between husband (male) and wife (female) that are lawfully married to each other. We apply this to exclude premarital, same sex, and extramarital sexual relations. (Genesis 2:23-24; Mark 10:6-9; Romans 1:18-27; 13:9; 1 Timothy 3:2-4)

4. Temperance and Moderation in all things

Students must use careful judgment in the exercise of personal freedom. This entails the responsible use of time and material resources and the honest pursuit of knowledge, including regular attendance at classes, chapel services, and MCS events Students must abstain from the use or possession of alcoholic beverages, tobacco in any form, illegal drugs, the abuse of chemical substances, and refrain from all forms of gambling. Exceptions for drinking alcoholic beverages include participation in communion where wine is served and special occasions where partaking is under the authority and supervision of that student's parent, but still maintaining sobriety.

Students should seek to have modest appearance and have inoffensive behaviour in personal relationships.

As contemporary forms of amusement are of questionable value or diminish one's moral sensitivities, students are encouraged to use discernment in their choice of entertainment including television, movies, live productions, and social dancing.

Note: (Galatians 5:16-6:10, Romans 12:1-15:13, 1 Corinthians 8:9-13, 13:1-13, Ephesians 4:17-6:18, Colossians 3:1-4:6, 1Thessalonians 4:1 - 5:24; 2 Timothy 3:1-5)

5. Healthy Communication

Students are to communicate positively with one another through truthful and up-lifting words. They are expected to abstain from gossip, divisiveness, backbiting, lewdness, vulgarity, racism or any form of discrimination and profanity.

Note: (Colossians 4:6; James 3:1-12; Philippians 4:8; Ephesians 4:29-32)

6. Worship of God

Students are encouraged to worship on a regular basis with a fellowship of Christ-centered, biblically-based believers. They must refrain from practices that dishonour God such as using God's name in vain. They should not be involved in any activities of the occult.

Note: (Ephesians 4:29, 5:4; James 3:1-12) (Acts 19:19, Galatians 5:20)

7. Sanctity of Life

Students are encouraged to engage in and support practices that uphold, maintain and support life and to abstain from practices and support for practices that endanger or harm life such as in abortion, euthanasia, self-harm, sadism, and masochism.

Note: (Genesis 2:7; 4:1-15; 9:6; Exodus 20:13; Colossians 1:16, Psalm 139:13-16)

8. Godly Citizenship

Students are expected to uphold all the laws of the land unless they are judged to be in violation of a direct command of Scripture. They are to conduct themselves as responsible citizens who contribute to the welfare of the greater community. This precludes the use of marijuana and other illegal drugs and substances for non-medicinal purposes and all forms of dishonesty including cheating and stealing. It includes demonstrating respect for school property and the property of others. Students are not allowed under any circumstances to carry knives, guns, or

weapons of any kind on school property.

Note: (Exodus 20:15, Colossians 3:9, Ephesians 4:28) (Matt. 22:15-22; Rom. 13; 1 Peter 2:13-15)

Violations of these 8 Community Standards will be taken seriously and may result in discipline or dismissal from school.