



**WELCOME TO
Kelowna Christian Middle School**

2870 Benvoulin Road
Kelowna, B.C. V1W 2E3
Phone: (250) 861-3238
Principal: Mr. Tyler Bishop
Vice-Principal: Mr. Darren Lewis

fc.kelownachristian.ca

Our mission is to provide a community (children, parents, teachers and supporters) under the Lordship of Jesus Christ, where students receive a quality education for the whole person, taught from a biblical perspective, enabling them to develop a Biblical worldview, and become responsible, growing disciples of Jesus Christ, who glorify God through a life of service to Him and others."

2009-10 Middle School Student Handbook

WHAT IS EXPECTED OF YOU

Our basic expectations of you as a student can be expressed simply in the following four positive statements:

Be Respectful ~ Be Responsible ~ Be Prepared ~ Be Punctual

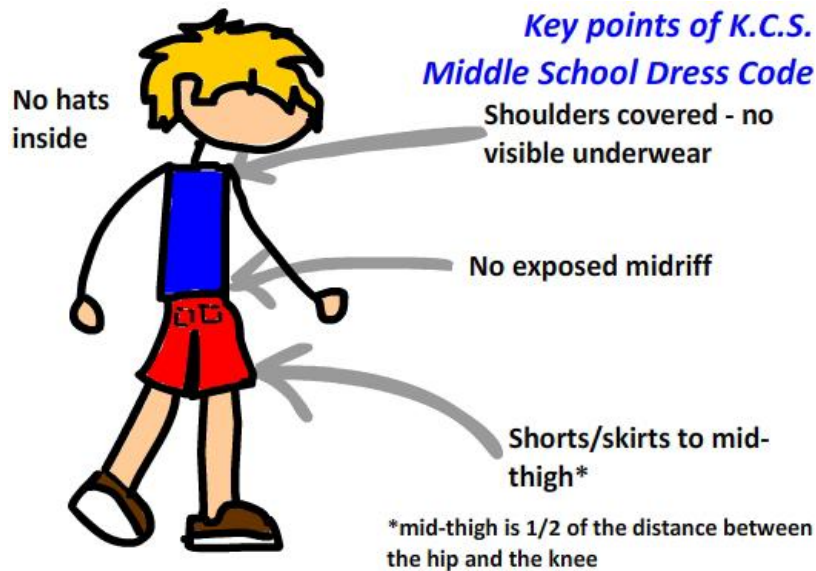
You can achieve these objectives by a willingness to study, completing all assignments to a quality level and by being caring and respectful of all people and property in the school community.

If you have any questions or concerns about anything in this book please contact Mr. Bishop, or Mr. Lewis for clarification.

Thank you.

Have a successful year.

'ESSENTIAL' DRESS CODE**



** The full dress code may be found below in the "Code of Conduct" section.

DAILY SCHEDULE:

8:45 AM	Warning Bell
8:50 AM	Classes Begin
12:15 PM	LUNCH
12:45 PM	Warning Bell
12:50 PM	Classes Resume
3:00 PM	Dismissal

THURSDAY SCHEDULE:

8:45 AM	Warning Bell
8:50 AM	Classes Begin
12:05 PM	LUNCH
12:50 PM	Warning Bell
12:55 PM	Classes Resume
3:00 PM	Dismissal

Thursday's schedule is modified to allow a longer lunch and to facilitate weekly Chapel. Chapel will generally start at 9:10.

LATES:

It is important to be at school on time to avoid missing learning opportunities and creating extra work for teaching and office staff. Therefore, students are considered late if they are not fully prepared to learn in their classrooms when class begins.

1. Students who are late should report to the office for a late slip.
2. Persistent latecomers to class will be referred to the administration. Repeated lates may also result in a reduction in the student's class work ethic mark and/or their being ineligible for the school work ethic award.
3. Student are considered late if they are not in their classrooms fully prepared when the bell sounds or the class starts.

EARLY DISMISSAL:

Students who need to leave during the day must check out at the school office. In order to be released from the school's responsibility, students must have a note from a parent or the parent should phone in, authorizing the sign out. Students who leave early are responsible for work missed.

CLOSED CAMPUS:

Students are required to remain on the school property until dismissed at the end of the day. PARENTS CANNOT GIVE THEIR CHILDREN PERMISSION TO LEAVE SCHOOL WITHOUT APPROPRIATE ADULT SUPERVISION. This would preclude signing a note permitting a child to go to a store to purchase lunch.

LUNCH:

In grade 7 and 8, lunch is to be eaten in the classrooms during the 15 minutes students are given. After that time, students are encouraged to go outside. Grade 9s typically eat lunch in one of several classrooms which are open for this purpose.

ADMISSION TO BUILDING:

Middle school students are permitted to enter the school building anytime after 8:00 a.m. if they use the privilege responsibly and wisely. Failure to act responsibly may lead to loss of the privilege. Students are required to go outside for recess and lunch hour.

LOCKERS/LOCKS:

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

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

Students must not use tape or any substance that will mark the inside the lockers. Obviously, material should not be posted that contradicts the Biblical principles the school's values are founded on.

STUDENT PHONE:

A student phone is available outside the main office. This phone should only be used outside of class time. The office phones are not available for student use.

TEXTBOOKS:

Texts will be provided by the library as needed in the classes. Students are responsible for all textbooks issued to them. All books are bar coded so the library can keep a record of books issued and their condition. Students will be charged for lost or damaged books; report cards may be withheld until they are returned or the lost or damaged ones are paid for.

BICYCLES / SKATEBOARDS / ROLLERBLADES:

Bicycles must be parked in the locked compound provided and must be securely locked at all times. Due to liability issues, skateboards are not to be used on school property at any time. Their use may result in confiscation. Rollerblades and bicycles are not to be used during the school day.

VISITORS:

Students from other schools or from out of town may be given permission to visit classes if the following procedures are followed in advance:

1. Authorization must first be received from the school principal. If granted, he will give you a form for all your teachers to sign.
2. Prior to the day of the proposed visit, the student sponsoring the visit must clear the visit with all the teachers involved and get their signature on the form.
3. The sponsoring student must return the form completed with all the necessary teachers' signatures to the principal for his final approval.

The student who invites the visitor is responsible for his/her behavior; if visitors do not comply with school rules and etiquette they may be asked to leave the school grounds.

GYMNASIUM USE:

Kelowna Christian School issued PE strip is required in all physical education classes. Damaged PE strip (torn, cut, defaced, etc) will need to be replaced and extra pieces can be purchased from the office. Running shoes must be worn for any sports activities in the gym.

Student activities in the gym require teacher supervision at all times.

YEARBOOK:

The yearbook is for both the middle school and the high school. A middle school staff advisor, together with students, will assist with the middle school portion of the yearbook.

MUSIC:

There will be many opportunities for students who are musically gifted to be involved in musical ministry. There is a band in grades 7, 8 and 9.

Another way of getting involved is through the chapel worship team that students may join. Our music teacher will announce other opportunities throughout the year.

SPORTS PROGRAMS:

The Physical Education program of the school is comprised of two components:

1. P.E. classes
2. Inter-school sports

All Middle School students are expected to take part in physical education classes. If you cannot take part in classes for any reason, please provide a note for your P.E. teacher.

SCHOOL SUPPLIES:

School supplies are not provided by the school for students in middle school. A sheet is mailed in August to each home listing required supplies. A basic supplies list is also available on the school's website.

MEDICATIONS:

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

STUDENT SUPPORT SERVICES:

Assistance can be provided for students experiencing difficulties in a subject area. The assistance is usually provided in our Learning Strategies Centre. The staff in the LSC work with staff to meet goals established for individuals recommended for support services. The LSC can also provide enrichment activities for students looking for challenging academic work beyond the normal curriculum. The LSC staff also plays a critical role in the implementation of specific curricula to all students within each grade.

LIBRARY

The KCS library collection is built on the assumption that the basic teaching of values is happening in the home, the church, and the classroom. This teaching provides the stability from which a student may view the world of literature. Accordingly, the library collection is geared towards middle school and older students with a view towards providing a wide range of materials which involve a variety of topics and life situations.

The library is accessible to all students throughout the day and during some mornings before school and at lunch.

Students should become familiar with the expectations in the library. Mrs. Madden and Mrs. Campbell, our librarians, are available to assist with all library matters. Students need to be reminded that they will be assessed a fee for lost or damaged books (including textbooks). A Public Library card is also an asset and students are encouraged to have one.

GRADING AND REPORTING PROCEDURES

Report Cards:

There are four reporting periods. Parent-teacher conferences are scheduled after the first report card. Please consult the school calendar for report card dates. Symbols used on Middle School report cards are as follows:

A	=	86% - 94%	Excellent
B+	=	80% - 85%	Very Good
B	=	73% - 79%	Good
C+	=	67% - 72%	Above Average
C	=	60% - 66%	Average
C-	=	50% - 59%	Pass
I	=	49% or less	In Progress: student has not yet met the course requirements.
F	=	49% or less	Failed: student has not met the course requirements.

Examinations:

Kelowna Christian School students are required to write mid-term and final examinations in core courses beginning in grade 7. Exams will be between 40 and 60 minutes each. Middle school teachers will work with their classes to develop study skills and test-taking strategies.

Middle school exams count for 15% to 20% of each term and/or course grade.

Should there be a medical emergency that would prevent a student from writing an exam on the specified date, arrangements to make up the exam will be made in conjunction with the administration, teacher and parent. No rescheduling of final exams will occur for any non-emergency reason unless it has been arranged with the administration, teacher and parent a minimum of 4 weeks prior to the scheduled date for the exam.

School Code of Conduct

SOME GUIDING PRINCIPALS:

Kelowna Christian School believes that the conduct of students should at all times contribute to a safe and positive learning environment. Each student is expected to respect the rights and property of others, and to adhere to school regulations and rules. Consequences for misbehaviour must be applied in a reasonable, firm and judicious manner. These consequences should be designed to teach students to be responsible citizens in the school community and to promote personal and social development.

The purpose of this code of conduct is to:

- (a) direct the student toward responsible behaviour;
- (b) maintain an orderly, positive school community conducive to learning;
- (c) protect persons and property.

Scope Of This Code Of Conduct

Except where a rule is expressly limited to time and place, this Code of Conduct applies to students going to and from school and to students engaged in, present at, or attending:

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

SUSPENSIONS

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

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

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

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

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

EXPULSIONS

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

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

Attendance

Statement of purpose/rationale

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

Conduct

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

Consequences

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

Classroom Behaviour

Statement of Purpose/Rationale

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

Conduct

Acceptable

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

Unacceptable

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

Consequences

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

Out of Classroom Behaviour (on or off campus)

Statement of Purpose/Rationale

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

Conduct:

Acceptable

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

Unacceptable

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

Consequences

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

Off Campus Trips

(Curricular and Extra-curricular – Participant or Spectator)

Statement of Purpose/Rationale

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

Conduct

Acceptable

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

Unacceptable

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

Consequences

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

Dress Code

Statement of Purpose/Rationale

- KCS students and their parents are expected to support a learning environment where attire is appropriate and not offensive to others.
- A student's dress/clothing must not interfere with the educational process at KCS. The school administration and staff will determine if students' dress is appropriate.

Conduct

Acceptable

- Students are to maintain the dress code standards during regular school hours or while representing KCS at school sponsored functions.
- Students will have their body and undergarments covered from shoulders to mid thigh.
- Piercing limited to ears.

Unacceptable

- Tank tops and short shorts or skirts are not allowed
- Clothing which exposes the midriffs
- Torn clothing
- Clothing that that advertises or has slogans or insignias which promote alcohol, drugs, or other worldviews which are in opposition to biblical values
- Hats or other head coverings

Consequences

- Consequences for inappropriate dress will be consistent with the school discipline process and may include the following escalating actions: discussion of expectations, change into appropriate attire, confiscation of hats, notification of parents, detention, in-school suspension, out-of-school suspension.

Smoking/Smokeless Tobacco

Statement of Purpose/Rationale

- The school is a tobacco-free zone. In compliance with provincial legislation (effective September 1st, 2007), smoking is **NOT** permitted on school property.

Conduct

Acceptable

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

Unacceptable

- Using tobacco of any kind is not a permitted on school property. This includes smokeless tobacco and/or smoking in vehicles in the school parking lot.

Consequences

- Consequences for smoking on school grounds may include the following escalating actions:
 - o Suspension from school,
 - o Withdrawal

Technology

Statement of Purpose/Rationale

- Our computer networks and technology resources are an educational tool to facilitate learning.
- These networks and technology resources provide users with the opportunity to prepare for the technological world in which we live, and provide access to on-line resources enabling integration in all areas of learning.

Conduct

Acceptable

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

Unacceptable (includes but is not limited to):

- Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities, as well as any other sites that are prohibited by the school administration
- Playing on-line games
- Using instant messaging programs
- Downloading and/or installing movies, games, music files
- Sending or displaying offensive messages or pictures
- Use of impolite, abusive, or obscene language
- Harassing, insulting, or attacking others
- Accessing unauthorized computer systems, folders, and files
- Physical damage to computer equipment, computer systems, or networks by the spreading of computer viruses
- Intentional damage to computer equipment, computer systems, network equipment or peripheral devices
- Installation and use of any Peer to Peer programs
- Ordering or purchasing personal resources on-line
- Personal Electronic Devices – The use of any of these devices must not invade or infringe upon the personal privacy or safety of any member of our school, and must not interfere with the learning environment.

Students must not use cell phones, and other personal electronic devices during the instructional day; further, to avoid any misunderstandings, such devices should be left in lockers during the school day.

- Given the ongoing changes to technology and technical resources, it is clear that KCS is unable to identify all current or future unacceptable uses of the School Network. Therefore, KCS reserves the right to add to this list of unacceptable uses as circumstances arise. Users cannot assume that if something is not included on the above list, it is permissible.

Consequences

- Personal electronic devices may be confiscated and returned at the end of the school day
- Personal electronic devices may be confiscated and returned to the parents
- Verbal warning and/or other appropriate consequence
- Suspension of computer privileges
- Suspension from school (in-school, out-of-school)

Violence and Harassment

Statement of purpose/rationale

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

Conduct

Acceptable

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

Unacceptable

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

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

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

Appeal Procedure

Parents and students are entitled to seek a review of any decision which significantly affects a student's education. Kelowna Christian School wants to ensure that you receive a fair hearing if you believe that a decision is unfair or unreasonable. For that purpose, we have established an appeal procedure. Details of this procedure are available from the school principal or Superintendent.