



# Bulkley Valley Christian School

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## Elementary School Parent/Student Handbook 2019-2020

*In joyful obedience to Christ, the Bulkley Valley Christian School community strives to provide a comprehensive program of quality instruction that is shaped by a Reformed understanding of the Scriptures.*

*We recognize our need to personally know God in Christ through his Spirit and Word. It is out of this relationship that we encourage and teach our students to develop a view of life and creation that is centred in God.*

*Students are led to appreciate, understand, and evaluate the world so that, as they grow in faith and knowledge, they will take up the challenge to bring the healing power of Christ to all areas of life.*

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## **Welcome to Bulkley Valley Christian School**

We hope that you had a relaxing summer and are excited and ready for another school year. A special welcome to those students who are new to the school. Our hope is that this school year will be a special one for all students as we seek to provide a Christ-centred education that allows students to be challenged in their faith and to reach towards excellence.

This parent/student handbook is meant to explain some of the day-to-day routines of the school. It is not intended to deal with every situation that may arise. Please come speak to us if something is unclear, if you have suggestions, or if you have any concerns. This school belongs first and foremost to God, but secondly to the entire BVCS community.

Have a fantastic year.

Chris Steenhof

## Staff

### Teaching Staff

Boone, Mr. Jonathan	High school humanities
Corneau, Mrs. Tara	High school humanities
Dobrenski, Mrs. Helengrey	Director of Educational Support Services
Groot, Mrs. Debbie	Gr. 4, Art 10-12
Horner, Mr. James	High school math, science, humanities, athletics
Johnson, Miss. Myrna	Grade 2-3
Kort, Mr. Klaas	Gr. 7, beginning and intermediate band, choir
LaFountain, Mrs. Christa	Kindergarten
Monn, Mrs. Julie	French 7-10, Foods; Yearbook 9-12; Info Tech 6-9; Photography
Steenhof, Mr. Chris	Principal, English 10-12; DL; Academic Counsellor
Stolte, Mr. Tom	Grades 5-6
Vandenberg, Miss Rebecca	Grade 1-2
VanderLeest, Kim	Grade 4
VanderWart, Mrs. Monique	Vice-principal; DL, special ed, Gr. 6, various
VanDriel, Mr. Ron	Phys Ed. K - 12; Athletic Director;
Vis, Mr. John	Math 10, 11; high school science

### Support Staff

Atkins, Mrs. Tammy	Special Education Assistant
Boone, Mrs. Karin	Special Education Assistant
Dieleman, Mrs. Paula	Special Education Assistant
Egenolf, Carley	Special Education Assistant
Forslund, Mrs. Nicole	Special Education Assistant
Fuellbrandt, Mr. Andre	Special Education Assistant
Franken, Mr. John	Maintenance
Franken, Mrs. Sand	Librarian
Grasmeyer, Mr. Tom	Development Director

Hoffman, Mrs. Liz	Special Education Assistant
Horlings, Mrs. Nancy	Special Education Assistant
Horner, Mrs. Heidi	Special Education Assistant
Jones, Mrs. Linda	Special Education Assistant
Kort, Mrs. Trish	Special Education Assistant
Murphy, Mrs. Margo	Special Education Assistant
Numan, Mrs. Wilma	Administrative Assistant
Olesiuk, Mrs. Stephanie	Preschool
Patterson, Mrs. Glenda	Special Education Assistant
Penner, Mrs. Eunice	Librarian
Posthuma, Mrs. Glenda	Business Administrator
Ripmeester, Mrs. Sylvia	Special Educational Assistant
Taylor, Mrs. Karen	Special Education Assistant
Stolte, Mrs. Stacey	Special Education Assistant
Vanwijk, Miss Jenna	Special Education Assistant
Vanderwart, Mr. Ted	Special Education Assistant
Verhelst, Mrs. Lori	Special Education Assistant
Weme, Mrs. Bethany	Special Education Assistant
Wiebe, Mrs. Jaime	Special Education Assistant

## **BVCS Calendar for 2019-2020**

Visit [www.bvcs.ca](http://www.bvcs.ca) for the most up to date information.

## **General Guidelines**

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. Our public conduct must be consistent with our basic concept of life. We profess to love God above all and our neighbour as ourselves. That love must be reflected in our actions and attitudes toward each other and toward our work.

Students in a Christian school behave in a Christ-like manner, following Biblical principles as guidelines: “If we live by the Spirit, let us also walk by the Spirit.” The basic guideline is positive: love God with all your

heart, mind, soul, and strength, and your neighbour as yourself.

- Be courteous to all students, teachers, and visitors to the school. Courtesy is Christian love in practical relations with people.
- Be respectful. This is the divine standard for all your relationships. Persons who have authority over you need to be respected and listened to.
- Be responsible. We need to give our best to the Lord. It is expected that work will be completed by the due date and that students will give their best effort.
- Be honest. Don't cheat or steal. Value honesty and integrity in your academic work. Take care of the school. We have a beautiful facility and an obligation to take care of it.

The school's board of governors has developed policies regarding problematic conduct which outline disciplinary consequences. A copy of the school's policies regarding disciplinary measures is available in the office.

### **Bullying**

Bullying is a serious offence. At BVCS we try our best to make sure bullying does not happen. If a student's conduct is deemed to be of a bullying nature, the parents/guardians of the student(s) will immediately be notified and called in for a conference. An in-school or out-of-school suspension can be part of the consequences. A copy of the complete anti-bullying policy of BVCS is available at the office.

### **Behaviour—Expectations**

Students are expected to positively reflect the school's values in their behaviour, both at school and at school-related functions. Behaviour contrary to the school values or detrimental to the school may be cause for discipline.

### **Discipline—General Principles**

The intent of discipline is not to punish or to exercise control, but to instruct. The school aims to instil in students a sense of responsible, joyful obedience, and service that enables them to serve God and humankind, as God intends it for them.

Students help their own education when they follow organizational

expectations and procedures in the school. This means that being prepared for class, being on time, organizing materials, dressing appropriately for the activity, treating other people well, etc., are not just school rules. They are principles for success. Development of positive, cooperative work habits builds up a good work ethic and good character.

Students own the consequences of their own choices in this regard. When they make poor choices, they need to take the natural consequences that follow and accept them as learning opportunities.

The discipline procedures for K-6 and 7-12 are explained in more detail in the respective sections of this handbook.

### **Attendance**

Students must attend all their scheduled classes. If for any reason a student will be absent or late, the student's parent or guardian must contact the school prior to the absence either by means of a phone call or a note. There are also online attendance forms available on the website.

Any student arriving late or leaving early must report to the school office before going to class or leaving the school grounds. A student's absence is recorded as either excused or unexcused. An excused absence is one for a medical or compassionate reason; any other absences must be considered unexcused for Ministry funding purposes.

### **Testing and Placement of New Students at BVCS**

Students entering the school at a grade level other than kindergarten may be tested to determine readiness for the grade level requested. If the child scores below the level required for the requested grade, the Director of Educational Support Services and the principal will discuss with the parents which options might be most suitable for the child's needs and progress. The final decision regarding grade placement lies with the administration.

### **Buses and Busing**

Students using the School District 54 busing system will be dropped off and picked up along Fulton Avenue. Students are required to walk along the designated pathway to and from the bus stop and respect the busing rules from SD 54.

## **Parking Lot Rules**

The staff and visitor parking area is located in front of the school building. The student parking area is located on the west side of the school, near Fulton Avenue. To avoid congestion and for student safety, the parking lot is not meant to be used as a pick-up and drop off area. Parents are asked to drop off and pick up their children on the sidewalk in front of the school or along Fulton Avenue. Students will then make their way into the building using the designated walkway.

## **Entrance To Building**

Students of grades 8-12 may enter and leave the school building through the main foyer or the west entry door during school hours of 8:15 a.m. - 3:30 p.m. They may use the student foyer during recess and lunch breaks. Unless participating in a supervised activity, all students should leave the school by 3:30 p.m.

Students of grades K – 7 will normally be outside before school and during breaks. They will enter and leave the building through the entrances by the sports field. Students in the modular classroom will line up at the back door. Students may be asked to line up and wait for their teacher to let them in. When arriving late, students must use the main entrance and report to the office before going to class.

## **Rental Policy**

Gym rental or the use of other school facilities is arranged through the rental person named in the School Telephone Directory.

## **School Photos**

Individual and class photos are taken annually.

## **Volunteer Drivers**

Because of child safety restraint laws the school cannot use volunteer drivers for students, except for those in grades 5 - 12. Parents who volunteer to drive students on field trips must have a driver's abstract on file with the school. They must also have a minimum \$2,000,000 liability insurance. A driver's abstract can be picked up at the Access Centre.

## **School Closure**

Should school closure be necessary due to inclement weather or an

emergency, the message will be communicated by 7:00 a.m. via our school app, via our website, Facebook, and through the local radio station (870 AM or 106.5 FM). Please ensure you have downloaded the school app as that will be a major source of communication, particularly in emergency situations.

### **Hot Lunches**

A hot lunch is available to the students several times during the course of the school year. These are offered at a reasonable price, and the profits are for a designated cause.

### **Dress Code**

Neatness and modesty are expected in students' appearance. Our clothing functions as a means by which we give positive expression of our Christian lifestyle. If a student comes to school wearing inappropriate clothing, he or she will be asked to change or may be sent home to change.

### **Administration of Medication to Students**

The school is only able to administer prescribed and over the counter medication after the appropriate forms have been completed by the office.

### **Learner Support/Special Education Program**

The school employs a Director of Educational Support Services. The director is assisted by a number of educational assistants and specialized educational assistants. Together they operate the school's learning assistance and special education programs.

The Learner Support Program is for students who need assistance with their learning. Student needs are determined in cooperation with the teacher and the parents.

The Special Education Program is for special needs students. The director will develop an IEP (Individual Education Plan) for such a student in cooperation with the teacher(s) and the parents. This IEP will be reviewed on a regular basis.

### **Newsletters/Bulletins/Communication**

BVCS publishes regular classroom newsletters that are emailed to you

weekly. The school app is a major communication tool as well. Please ensure that you have downloaded it to your phone or can access it at home on your computer. It is the primary way we will be communicating in an emergency. Facebook and the school's website ([www.bvcs.ca](http://www.bvcs.ca)) are also sources of information.

## **Library**

The school library is a resource centre for students as well as a source of leisure reading material and Internet access. It contains a wide selection of books, periodicals and pamphlets, as well as a collection of audio books, DVDs and music CDs.

Most material, including periodicals, may be borrowed and is subject to the library policy re: borrowing periods, fines, etc. . After using library material, it should be returned to its proper place. Please do not remove material from the library without first checking it out at the Circulation Desk. School policy states that any student found to have books in his/her possession (including in his/her locker) which have not been properly signed out will be charged a penalty of \$3.00 per book.

## **Report And Management of Child Abuse**

The Bulkley Valley Christian School Society follows government policy and protocol with respect to the reporting and management of child abuse. A copy of the entire school policy statement is available at the school office. The following is a summary.

This checklist outlines the steps to be taken for reporting and management of child abuse:

- A. If a school employee suspects a child is in need of protection s/he will consult with the principal and, where the alleged offender is anyone other than a parent or guardian, the parents or guardians of the child shall be notified.
- B. The school does not investigate the matter,
- C. The complainant, school, or parents or guardians will immediately report the matter to the Ministry of Children and Family Development.
- D. Except as indicated above, the school will not contact the parents or guardians of the child or the alleged offender until after the social worker has completed the investigation of the matter.
- E. The school will cooperate with the authorities in any investigation of

child abuse.

- F. Where the alleged offender is a school employee, the school will advise the Board of the circumstances. The Board shall determine an immediate and appropriate course of action.

It is expected that teachers, principals and other school personnel will provide all relevant information to the investigating social worker when reporting a matter. Aside from this, all information obtained by educators or other school personnel about child abuse and neglect cases is confidential.

### **Conflict Resolution Statement**

Upon occasion, situations may arise when a parent may need to discuss concerns about the education of their children as to what is taught, how it is taught, why it is taught and what is happening in the classroom and at school.

- The first step in this process is meeting and discussing the situation with the teacher.
- If concerns are not resolved at this level, the second step is speaking to the principal. There may be times when a parent wants to speak directly to the administration.
- The third step is either talking to the board or education committee chairperson, depending on the issue. The principal can help direct parents to the proper person to deal with the issue. A formal appeal can be made to the board for certain issues.
- Matthew 18:15 provides a pattern for dealing with conflicts.
- If the above steps do not bring resolution, then the parties may avail themselves of the services of the SCSBC ombudsperson.
- Parents are reminded and encouraged that issues or concerns should be dealt with as soon as the matter arises. In this way, concerns may be addressed and solutions found so that the well being of the entire school community may be maintained.

## **General School Information**

While we do not favour an exhaustive listing of rules and regulations, the following are general rules which will consistently be enforced:

- There is to be no throwing of snowballs before or after school, during recess, or at lunchtime. The only time it may happen is when students are under direct teacher supervision or in a designated “snowball zone”.
- Students may only be in the gym when supervised by a staff member.
- Students may play in designated areas only.
- Students use only their assigned doors to enter and exit the building.
- Students must have indoor-only shoes.
- Students are allowed in other classrooms besides their own, but must have teacher permission.
- Students may only use the telephone with permission from the teacher. Legitimate reasons for telephone use are things such as forgotten lunches or sickness. Organizing parties or overnight visits do not qualify.
- The use of electronic devices such as mp3 players, iPods, remote control cars or cell phones is not permitted. If a student requests to bring such an item for show and tell, special permission may be granted, but the item should be kept in the classroom for the day and taken home that same evening.

### **Leaving School Property**

In order for children to be excused from school property, they must bring a signed note from home. The teacher still has the final say whether or not the child may leave. If he or she has an assignment to complete, permission will likely be denied.

### **Parent Visits/Volunteers**

Parents are welcome to visit their children's classrooms at any time. However, it is a good idea to arrange a visit beforehand with the teacher. Parents are asked not to bring younger siblings, since that can be disruptive to the classroom atmosphere. Parents are also encouraged to volunteer their help for classroom activities. Teachers are happy to have an extra pair of hands around, especially for special activities. Please watch the classroom newsletters or connect with your child's teacher. They would love to hear from you.

## **Report Cards/Parent Teacher Conferences**

There are three reporting periods for which a report card is issued. The first report card goes out in late November, the second one prior to Spring Break, and the final one at the end of June. If parents have a concern, they are invited to speak to the teacher at any time by phone or by requesting a visit.

Parent/Teacher Conferences are scheduled one time per year. Every parent is given a specific meeting time to discuss personal and academic progress with the teachers. Student-led conferences are held in the spring.

## **Assemblies**

K – 12 assemblies happen once per month. Assemblies for gr. K-7 will be held once a week either in smaller groups or all together. Please read classroom newsletters and the website for dates and times. Dates and times for additional special assemblies will be announced on the school app, website, and Facebook page.

## **Supplies**

The students receive some of their school supplies from the school. The last bulletin in June and the August Grapevine (school newsletter) contain a list of the additional supplies, for which the students are responsible. The supply list is also circulated on the school app and on the website. If a student loses or causes damage to a school item such as a textbook or a library book, an appropriate fee will be charged depending on the age and condition the item was in. Students are also responsible to pay overdue fees for library books.

## **Cold Weather/Rainy Day**

If it is excessively cold or rainy, students are permitted to enter the school before the opening bell rings, or they might have a shortened noon hour. This decision will be made by the administration.

## **Homework**

Homework in the elementary school will be an extension of class assignments. K-3 students should be able to finish all assignments in class. Spelling lists and memory work may be reviewed at home.

In grades 4-7, math assignments may have to be finished at home on a

regular basis. Students should also be encouraged to do memory work, review spelling lists, study for tests, and enjoy some leisure reading time. There may be classroom projects to work on as well. For the Grade 4-7 students all homework is recorded in the students' agendas. These go home daily and should be checked by parents on a regular basis. All homework must be completed by the due date. Please communicate with your child's teacher if there are concerns about homework.

## **Discipline Policy**

Our goal is to instil in students a sense of responsible, joyful obedience, enabling them to join with us in serving God and humankind. By modelling, encouraging, and insisting on appropriate behaviour and proper acknowledgment when sin prevails, we teach children the importance and joy of making good choices and sincere amends. The full discipline policy can be accessed at the office. The following is a summary:

### **Handling Disciplinary Matters:**

Minor Matters: Persistent misbehaviour, or misdeeds of considerable consequence, should be documented and kept on file by the homeroom teacher. In some instances, parents and administration may be notified, but the particulars are handled by the teacher.

Major Matters: Major infractions require the involvement of administration. The following are examples of major infractions:

- open opposition to authority; willful disobedience and flagrant disrespect
- habitual neglect of duty
- habitual use of improper or profane language or gestures
- fighting or any physical abuse
- verbal abuse of other students; severe put-downs; bullying
- willful and significant destruction of property
- theft of a serious nature
- persistent lying

- conduct considered injurious to the moral tone or well-being of the school

**Procedures:**

- The primary responsibility rests with administration.
- Homeroom teachers should be notified. They may be involved.
- Such infractions can result in some measure of in-school suspension.
- The principal may give an out of school suspension.
- The Board (Education Committee) may also become involved.
- In all instances, parents will be notified, by the principal or the homeroom teacher.

## **Information About Curriculum**

### **Memory Work Policy**

Memory work is a regular part of the Bible program at BVCS. It generally follows the passages recommended in our Bible series, *Walking With God and his People* and *The Story of God's People*, published by Christian Schools International.

### **Music/Band**

The focus of the music program in grades K - 4 will be on general music. The band program begins in Grade 5. Most students will be responsible for the rental or purchase of their own instrument. The school can provide some of the larger or more expensive instruments such as percussion instruments. The selection of instruments occurs at the conclusion of the grade 4 school year. This makes it possible for families to search for the required instrument during the summer.

### **French**

All Grade K-7 students receive French instruction for varying amounts of time per week. Only a student who is on an IEP (Individual Education Plan) or who has special permission may be excused from French class, after discussion has occurred between home and school and the French teacher.

## **Physical Education**

All students have a PE class daily. In addition, there is a swimming unit in place for the grade 5 students. All students will also have the opportunity to participate in a skating program at the arena. If possible, some of the grades will complete a gymnastics unit at the local gymnastics club and some grades will participate in cross country skiing.

## **Technology Use Guidelines**

Our teachers are encouraged to use technology to support what is taught in their courses. As with all things, teachers and school staff do so through the lens of faith and careful consideration of educational value.

Students have access to various technology at school. The school has an Acceptable Use Policy which students and staff are expected to abide by. The Acceptable Use Policy is available online. Elementary students are not permitted to have electronic devices at school.

## **Family Life/Child Abuse**

Any time teachers or staff address something of a sensitive nature including, but not limited to human development, reproduction, sexual development, child abuse etc, a letter will be sent home beforehand so parents are aware. This letter should go home approximately a week prior to the start of the unit.

## **Extra Curricular Activities**

The school has a noon hour intramural program for grades 4-7. Students in these grades also have an opportunity to participate in a variety of sports activities, i.e. volleyball, basketball, and cross-country running, skating, swimming, cross country running, track and field, soccer. .

## **Promotion/Retention**

Students who do not complete the grade level program requirements may be required to repeat a year. Parents will be notified of this well in advance. Students who are on a modified program may be placed in the next grade level without promotion. The school will also recommend social promotion if it feels that repeating would not be beneficial to a

particular student. All these decisions are made in conjunction with the parents.

## Permission for In Town and Local Activities

Dear parents/ guardians of BVCS students:

At various times throughout the school year, teachers feel that they could enrich their curriculum with an out-of-the-classroom experience. Such activities would take place within the time parameters of the class, so that other teachers are not inconvenienced with student absences. In the past, some of these activities may have included a walk to the post office, a trip to the local historical museum or art gallery, a local carpenters shop, a gourmet chef's kitchen, and/or a local recreational facility. Any of these local off campus experiences requires parental/ guardian permission. Instead of receiving a plethora of permission slips throughout the year, this one-time permission slip would allow your child to participate in these school day activities. Please note that major trips will require a separate request form to be signed by you as well.

Please return this form by Friday, September 7, 2019

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### BVCS Off-Campus Permission Form

I/ we the parents/ guardians of \_\_\_\_\_ (student name), give the school permission to take him/her off campus to participate in an activity that would enrich his/her learning experience. We also understand that all BVCS policies remain in effect even when our child is away from the premises.

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Parent/Guardian Signature

Date