



# K – 12

2023/24

PARENT & STUDENT HANDBOOK



**Bulkeley Valley**

*Christian School*

PRE K - 12 | SMITHERS, BC

*Mind. Heart. Service.*



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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

# Information for all Students and Parents

## 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 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 do 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 will 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 instill 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-7 and 8 – 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. This can be done using the online absentee form (<https://bvcs.ca/absentee-form/>), email ([office@bvcs.ca](mailto:office@bvcs.ca)) or phone call to the office.

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 learner support coordinator 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

Bulkley Valley Christian School operates buses for AM/PM routes as well as field trips and overnight trips.

All current policies and bus information can be found at [www.bvcs.ca/bvcs-bus](http://www.bvcs.ca/bvcs-bus).

## 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. Students will then make their way into the building using the designated walkway.

## Daily Bell Schedule (Elementary and High School)

Elementary	High
8:45 AM First bell	8:45 AM · Homeroom
10:00 AM · Recess	9:03 AM · Period 1
11:45 AM – 12:30 PM · Lunch	10:26 AM · Period 2
3:00 PM · End of day (2:00 PM on Thursdays)	11:45 AM · Lunch
	12:27 PM · Period 3
	1:45 PM · Period 4
	3:00 PM · End of day (2:00 PM on Thursdays)

### Entrance to Building

Students in 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 or have permission from a teacher, all students should leave the school by 3:30 p.m.

Students in 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 will 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 by the photography class.

### 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 [Service BC location](#) (1020 Murray Street, Smithers).



## School Closure

Should school closure be necessary due to inclement weather or an emergency, the message will be communicated by 7:00 a.m. through [MyBVCS](#) and/or the [school website](#).

## 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, if any, are for a designated cause.

## Dress Code

We recognize that every person is made in the image of God, and that our fashion choices reflect individual uniqueness and the communities to which we belong. At BVCS, students should be dressed appropriately for classes and other activities as it is a workplace. This includes no winter outerwear in the classroom, and undergarments covered.

In light of this, we are asking that students who are reminded about following the dress code conduct themselves respectfully.

## 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 (DESS). The DESS 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 Educational Support Service (ESS) is for students who need assistance with their learning. Student needs are determined in cooperation with the teacher and the parents.

The ESS is for special needs students. If needed, the coordinator 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 will communicate with students, parents and the broader community in a number of ways.

## MyBVCS

MyBVCS is a custom app developed for Bulkley Valley Christian School. This app is an important communication tool particularly for emergency communications (lock-down, fire, school closures, busing bulletins, etc.). All parents are requested to install this free

app on their mobile devices. Download it at [bvcs.appazur.com](https://bvcs.appazur.com). This is the primary way we will be communicating in an emergency.

## Email

BVCS publishes classroom newsletters that are emailed to parents regularly by teachers and administrative staff. Please ensure that spam filters do not block emails from bvcs.ca.

## Website

We regularly update [www.bvcs.ca](http://www.bvcs.ca). School calendars, news bulletins and other resources are available on this website. It should be checked regularly by parents and students.

## Grapevine

The Grapevine is the official newsletter of Bulkley Valley Christian School. It will be published in print and online (<https://bvcs.ca/category/school-news/grapevine/>) at intervals throughout the year.

## 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 materials in print and electronic formats.

A book search may be conducted at any computer using the Destiny web-based library data program. This program provides a full description, call number and availability status. It can also be done on-line at [www.bvcs.ca](http://www.bvcs.ca) (go to Resources→School Library).

Most material, including periodicals, may be borrowed. The normal lending period is 2 weeks, but if the material is needed for a class project or paper, a longer borrowing time can be arranged through the librarian.

Material not returned by the due date is subject to a 10-cent fine per school day.

Materials lost or damaged must be paid for, and until the charge is paid, the student will not be permitted further borrowing. Students with overdue books will also be prohibited from further borrowing until the books are returned and the overdue fines are paid. In January and June, all library accounts must be settled before students may write exams.

Some material in the library is for reference use only, including all encyclopedias.

Reference books are identified by the red dot on the spine label. These are to be used in the library only and are not to be removed.

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.

No food or drinks allowed in the library at any time.

## 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,
- 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.

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 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.
- There is an appeal available to the ombudsperson (SCSBC) if a conflict is still unresolved at the board level.

Matthew 18:15 provides a pattern for dealing with conflicts.

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.

# Elementary School

KINDERGARTEN – GRADE 7

## 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, 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.

## The School Day

Supervisors are on duty at the beginning of the day starting at 8:15 am and at the end of the day until 3:30 pm. Please drop off and pick up children from school within these time frames.

## 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

Assemblies will happen on a regular basis. Please keep an eye on the school calendar ([website](#) or [MyBVCS](#)) for information.

## 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 instill in students a sense of responsible, joyful obedience, enabling them to join with us in serving God and humankind. By modeling, encouraging, and insisting on appropriate behavior 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

Memory work is a regular part of the Bible program at BVCS.

### Music Program

We will emphasize music fundamentals in elementary school and provide more room for exploration and electives in high school. Opportunities for music learning and musical expression will vary from year to year or semester to semester.



## 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. Due to the cohort system implemented during COVID times, French will only be taught starting in grade 5.

## 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. This year, PE activities are subject to COVID public health orders.

## 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.



# High School

GRADES 8 –12

## Attendance

Any absence not properly reported is treated as a skip. Missed work receives a zero, and the Skips Policy will apply. Following a student's absence, an appropriate amount of time to catch up will be allocated. It is the student's responsibility to determine what was missed and what must be done to make it up.

## Leaving School Grounds

Students may not leave the school grounds during regular class time or at any time during the school day. In situations of special circumstances they must report to the office to obtain permission to leave.

Students in grades 10 - 12 have the privilege to leave the school grounds during break times. They must sign in and out to account for their whereabouts. This privilege may be revoked if a student's conduct or academic concerns necessitate it.

Special arrangements with the principal can be made for students in grades 11 & 12 to leave during a DL block.

Missing a class, school event, or a day without proper justification and notification is considered a skip. The school's Skip Policy prescribes the appropriate disciplinary consequences.

## Acceptable Use of Electronic Devices

Acceptable use of iPods, cell phones, laptops, etc is spelled out in the Acceptable Use Policy that all students sign. A copy of the agreement will be kept in the student file. The complete Acceptable Use Policy is kept in the school office and may be found on the school website.

## Substance Abuse Policy

The use of alcohol, smoking or vaping, on or near school property, or substance abuse while at school or at a school-sponsored activity may result in a suspension. Cigarettes, vaping materials, etc. will be confiscated.

## Discipline Procedures

Our goal is to reflect the values BVCS stands for. While at school or at school-related functions, students are expected to reflect the school's values in their behaviour. Behaviour detrimental to the school at other times may be cause for discipline. The details of the Discipline Policy are available at the office.

Discipline will generally follow these steps:

1. Verbal correction and/or routine appropriate consequences;
2. Conference with the teacher;
3. Punishment such as isolation, extra work, detention, and/or loss of privileges;
4. Parent/teacher conference either in person or by phone;

5. For a repeated offence or one that is a flagrant breach of the teacher's/school's authority:

1. The student will be sent to the office. The teacher will record the offence on a discipline notice and the student will remain under office supervision until the matter has been resolved.
2. This would include a conference with the parents, the student, and administration.
3. An after-school detention may be part of the measures taken to resolve the situation.

6. In-school suspension

Occasionally, for serious infractions, a student may be assigned an in-school suspension. He/she is disciplined through isolation from the regular class and noon hour atmosphere. During this time the student must keep up with all class assignments. The student's name will be referred to the Education Committee.

7. Out-of-school suspension

An out-of-school suspension may be given instead of an in-school suspension. This step is necessary for discipline where other measures have been unsuccessful. Missed assignments receive a zero; tests must be made up the first day back. A report on the suspension is made to the Education Committee and the Board.

8. Expulsion

This disciplinary step is a recommendation to the Board for the permanent expulsion of the student from school. The decision making process will involve an interview of the student by the school board. The step of expulsion is not taken lightly, but is a necessary option in cases of persistent and repeated offences that normal discipline procedures have been unable to correct.

### Notes:

- Smoking or vaping, on or near school property, substance abuse, or not accepting discipline while at school or at a school-sponsored activity may result in a suspension. Cigarettes etc. will be confiscated. A complete copy of the school's Substance Abuse Policy is available in the office.
- Students are not permitted to bring or use weapons, as defined under the Criminal Code. Students who choose to do so are subject to an immediate suspension, and further disciplinary action will be taken. A complete copy of the school's Weapons Policy is available in the office.

Suspensions may be considered

- Flagrant insolence;
- Direct and persistent disobedience;
- Bullying of other students.

Whether an in-school or out-of-school suspension is most appropriate will be decided by administration in conversation with the parents. A full report on each suspension is made to the Board.

## The School Day

Throughout the year, the school doors open at approximately 8:15 a.m. However, if students wish to come earlier to work in the library or computer lab, they must request permission from a teacher. The computer lab is available for use by students only when a supervisor is available.

Because there is only a short break between classes, students are encouraged to take along books for two classes before the morning break and again for both afternoon classes after lunch. Arriving late to class because of a locker visit between classes is not excused.

Unless participating in a teacher-supervised activity after school, students wishing to stay after school must check in with the teacher scheduled for after school supervision and must leave the school at the same time as, or before, that teacher. At no time may a student be at school without proper teacher supervision. Official supervision ends at 3:15 p.m. each day.

## Transportation

Students who come to school with cars, bicycles, or motorcycles are encouraged to keep them locked while parked at school. The school cannot and does not accept responsibility for these vehicles while on the parking lot. Students should drive carefully in and out of the parking lot. Carelessness will result in loss of privilege. Students may not “hang out, in, or around” vehicles during the school day.

At no time may students drive themselves or others to or from school activities.

Although ICBC rules allow for an N driver to take one unrelated passenger, the school generally does not.

All drivers for school activities must be adults and must hold a valid driver's license of the appropriate class.

## Food, Beverages, Candy

Food, beverages, and/or candy may not be consumed in the classroom, computer lab, or library.

## Lost and Found

Lost and found items are placed in a box by the lobby. Calculators, watches and other jewelry are kept in the office and may be claimed there. Please note that unclaimed items (clothing, footwear, food containers, etc.) are regularly given away or thrown out. Unclaimed textbooks are returned to the school's regular stock; however, the student who “lost” the book (by not claiming it within a reasonable amount of time) will have to pay for its replacement.

## Gymnasium Use

The gymnasium is available for student activities before morning classes begin and during some lunch times. The following rules are to be observed:

- Staff supervision is required during all use of the gym; consult with Mr. Horner;
- No food or drinks are to be brought into or consumed in the gym;
- Only non-scuffing shoes are to be worn in the gym;
- Equipment is to be returned to its proper place after use.

Observing these few rules will ensure continued enjoyment of gym privileges.

## PE Attire

Special shorts and shirts are required for PE classes in grade 8 through 12. These clothes are not to be worn in the classroom after PE is over. Students will also need indoor shoes with non-scuff soles for PE.

## Photocopying

Students may use the school photocopier only with permission from a teacher. Parents and students should be aware that copyright law prohibits copying of printed material without prior clearance from the copyright holder, the only exception being a “portion” of the work for private study, research, criticism, review, or newspaper summary. Copying “substantial portions” of a printed work or article (such as an encyclopedia article) is a violation of copyright law if proper clearance has not been obtained first.

## Academic Honesty

Academic honesty is highly valued. Students can expect to receive a zero on any test/exam/assignment in which they have not been honest. Parents will be informed of the infraction. A record of the event will be kept in the student file.

## Computer Use

A student wishing to work in the computer lab or library during non-class time must get permission from a teacher. Internet access will only be given under direct supervision of a teacher or librarian.

Printer usage is monitored and students should be wise about what needs to be printed. Student internet usage is also monitored. The principal is automatically notified by email when a student visits questionable sites. Students' use of school computers indicates their agreement with the school Acceptable Use Policy (available in the office).

## Student Phones

There is a phone for student use near the office. Students must ask permission before using this phone.

Students may use cell phones at school during the following times:

- prior to the first bell (8:45 AM)
- after the last bell (3 pm, and 2 pm on Thursdays)

- during the first 15 minutes of the lunch period (from first lunch bell until second lunch bell)
- all of recess and lunch on Thursdays

At all times other than listed above, students should not use cell phones or other electronic devices. Students using them outside of these times will have their phones confiscated until the end of the day.

## Graduation Program

It is the responsibility of the school to ensure that a student's program meets graduation requirements. Parents or students may request additional information from the principal.

Graduation Program Assessments: Students are required to complete a literacy assessment at the Grade 10 and 12 level and a numeracy assessment at the Grade 10 level.

## Course Selection/Offerings

Each spring students are asked to make their course selections for the following year from the list of choices presented to them. It is expected that students make their course selection based on the list of course offerings offered at BVCS. This list may vary from year to year as student interests and teacher expertise change. Of the courses offered, only those with sufficient student enrolment for the following year will be taught. Any additional courses are expected to be taken through BVCDL. Course changes must be made no later than September 15th (or February 15 during the second semester). Changes need both the parent's and the principal's approval.

At BVCS we offer a healthy variety of courses in the following areas: humanities, sciences, fine arts, applied skills, and physical education. Many students also choose to participate in a Work Experience during their Grade 11 or 12 year. Occasionally, we have students who enrol in different opportunities with Coast Mountain College or through locally developed opportunities.

Students who are unable to meet the requirements of the regular Graduation Program as confirmed in the student's IEP may be enrolled in a modified program that has learning outcomes which are substantially different from the prescribed curriculum and are specifically selected to meet the students' special needs. Rather than earning a Dogwood Diploma at the end of their Grade 12 year, they will receive a school completion certificate.

When selecting courses, students should consider their future plans and take courses that will enable them to continue on after high school in their chosen job or field of study. For further study, checking university or college websites for their specific requirements is very important. Making an appointment with the academic counselor is also encouraged as students make plans for the future.



## External Courses

It is possible for students to receive grade 10, 11 or 12 credits for activities and programs outside of school. See the principal for details.

## Challenge Policy

Every student may “challenge” a grade 10, 11 or 12 course for credit by demonstrating that s/he has met the prescribed learning outcomes for the course. For more details, talk to the principal.

## Equivalency Policy

Every student may apply for a grade 10, 11 or 12 equivalency review of credentials received elsewhere. For more details, talk to the principal.

## Distributed Learning Courses

BVCS has a Distributed Learning Campus. Students in grades 10 – 12 who are taking DL courses at BVCS are encouraged to enrol in courses offered by the DL campus. If the DL campus is unable to provide a course and a student needs it as part of their graduation program, DL courses from other institutions may be used.

## Homework

Homework consists of specifically assigned work each day. It includes organizing notes; memory work; working regularly on long-term assignments and readings; and regular review work. Review should not be limited to the evening before an exam or scheduled test!

To do well in school a student in grade 8 - 10 must expect to spend an average of 5 hours per week, on homework; grade 11 or 12 student an average of 10 hours per week.

If a student is doing poorly in school and it is evident that s/he is not applying her/himself to doing consistent homework, the school and parents together may arrange to put the student on a contract that strictly prescribes and assesses homework completion.

## Student Evaluation, Grading and Exams

There are two grading periods for all four-credit courses and report cards are issued after each. Halfway into term one, midterms are issued to students taking linear courses.

Opportunities are always available to meet with the teachers but two special times will be arranged this year. early in the year, parents will meet with a staff member as part of our ‘Connected Interviews.’ Spring semester courses will also have a time for interviews in mid April. Check the calendar for dates.

Students in grades 10, 11 and 12 may write exams in January for semestered courses while in June all students in grades 8 through 12 will write some exams.

Only under rare circumstances may a student write a school exam early. The student needs to present a request to the principal, signed by the parents no later than two weeks before the exam date.

## Passing/Repeating

The passing mark for each course taught is 50% (C-) whereas 60% (C) is the recommended minimum to continue to the next level in some academic courses.

Students in grades 8 - 9 will, as a rule, repeat the grade if they do not receive passing marks for three or more of these courses: English, Social Studies, Mathematics, Science, and Bible.

When it appears likely that a grade 10 – 12 student will not pass a particular course the school in consultation with the parents, the principal and the BVCDL campus will arrange for the student to retake the course by DL.

## Extra Curricular Activities

All students are required to pay an activity fee for every extra curricular activity. This fee must be paid before they begin participating. Students are able to raise this fee by participating in the previous spring's litter-a-thon. A complete explanation is available from the office.

Participation in extra-curricular activities is a privilege and the following goals and eligibility policy apply to all student activities.

### Eligibility Policy

Teachers will communicate with the administration about students involved in extra-curricular activities who have had serious academic or behavioural problems may be suspended from practices and games until the situation is rectified.

Please note that in all activities that require transportation, it is expected that students will travel with the group under the supervision of the staff member unless other arrangements are made with the coach or teacher.

## Devotions

A regular devotional time will be a part of each day in all grades. During these times, the teacher or a designated student will lead a devotional activity.

## Music

BVCS offers a variety of music electives to students in grades 8 – 12.

Students are encouraged to participate in our school musical held every second year.

## Physical and Health Education

Physical and Health Education is a compulsory course at the grade 8, 9 and 10 level. Students are expected to participate in all activities unless prevented by a disability or their physical health. In such cases, a signed note by a parent/guardian or doctor must

be given to the P.E. teacher. Even though a student may be unable to take part in a particular scheduled activity, s/he is to report to P.E. class none-the-less.

All students require appropriate clothing for P.E. including T-shirt, shorts, and non-scuffing running shoes. Towels for use after showering are supplied by the school and are kept and washed at school.

The P.E. mark shown on a student's report card is made up not only of the results on written tests, but includes a combination of ability, participation, attitude, and physical skill tests as well

## Honour/Merit Roll

Students can earn both honour and merit roll status by their work and effort.

- First Class Honours require an overall course average of 86% or higher;
- Second Class Honours require an overall course average of 75%-85%;
- Merit Roll for strong effort in academics is awarded at the final assembly.

## Scholarships/Bursaries

Students can apply for various local and provincial scholarships and bursaries and are encouraged to check the college or university they plan to attend for possible scholarship/bursary eligibility. Some scholarships are based on specific criteria and students do not need to apply.

## School Supplies

Students must provide their own school supplies, including loose-leaf paper, pens, pencils, binders, etc. They must also supply their own materials for special projects or assignments such as construction paper, poster board, pencil crayons, felt markers, or whatever else is needed to complete the assignment.

A complete list of required school supplies will be published on the school website. A list of required class-specific supplies will be given to students by individual teachers.

## Locks and Lockers

The school supplies each student with a locker as well as the combination lock to keep it locked. Lockers are subject to periodic inspection for tidiness, etc. At the end of the school year each student is responsible for removing all stickers, tape, etc. from his/her locker. Failure to do so will result in having a "locker cleaning charge" deducted from his/her damage deposit credit.

## Damage

If a student breaks or damages school property, the student must pay for its replacement or repair. The Board or the school principal will supply the student with a cost statement showing the sum due. If the damage was caused by vandalism, the student may receive a suspension in addition to being required to make restitution.

## **Pit Stop**

The Pit Stop is the school store. At regular times it will be open to students for purchases of healthy food items.

## **Lunch Time Activities**

Throughout the year students and teachers together plan various noon hour recreational activities. Some of these include friendly competition in sports as well as a variety of one-time events. Students are encouraged to participate.

During most lunch times the school library is open for use and on most days the computer lab in the main building is also available for use by students wishing to work on assignments. Note that at no time may food or beverages be brought into either the computer labs or library.

Grade 8 – 9 students may not leave the school property during the school day.

## **School Assemblies and Chapels**

Assemblies and chapels will be held on a regular basis.

## 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 visit to a historical museum or art gallery, a local carpenter’s shop or a gourmet chef’s kitchen. 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 slip would allow your child to participate in these school day activities.

### BVCS Off-Campus Permission Form

I/we the parents/guardians of \_\_\_\_\_ (student name), give the school permission to take our child off campus to participate in a local 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

