



Nanaimo Christian School

NCS K-12 2023-2024 STUDENT & PARENT HANDBOOK

Nanaimo Christian School

www.ncsnanaimo.com

In community, NCS pursues Christ-centered educational excellence that equips students to live biblically, act responsibly, work cooperatively, communicate effectively and achieve success in who God has called them to be.



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STUDENT & PARENT HANDBOOK

SECTION I: CHRISTIAN AND EDUCATIONAL PHILOSOPHY

Mission Statement

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In community, NCS pursues Christ-centered educational excellence that equips students to live Biblically, act responsibly, work cooperatively, communicate effectively and achieve success in who God has called them to be.

Core Values

1. Nanaimo Christian School is a **Christian community** – everything that we do and teach is rooted in the Christian faith and founded upon God and His Word. We desire to partner with families in the education and spiritual growth of our students.
2. Nanaimo Christian School is a **community of grace** – we go beyond just rules and consequences in order to reach the hearts of our students and inspire Christ-like transformation.
3. Nanaimo Christian School is **responsive** – we recognize the uniqueness of each student and strive to exceed expectations and provide a positive school experience for all.
4. Nanaimo Christian School is a **safe haven** – we commit to provide an environment where students are protected both physically and emotionally, and provide a loving atmosphere where they can safely grow into the person God has called them to be.
5. Nanaimo Christian School is **forward-thinking** – we value innovation and strive to discover the best practices for student learning.
6. Nanaimo Christian School is **intentional** – we lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.



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Philosophy of Christian Education

The basis of the Society for Christian Education in Nanaimo is the infallible Word of God. The Society is committed to the following educational principles:

1. The instruction and education of children in the school, as well as in the home, must be in accordance with the Word of God.
2. Although the church and the state have their own peculiar interests in the school, the school is not an institution dependent on or belonging to the church or the state, but it depends on and proceeds from the home.
3. Throughout the entire course of the child's education, the fundamental unity of the school and the home must be maintained through regular parental contacts.

4. The child's training must be of a high standard to equip them to be all God wants them to be as caretakers and reconcilers.

We are involved in a challenging task - instructing, modeling, facilitating, enabling, directing, and nurturing God's children so that they may be equipped to face their Kingdom responsibilities. We could list many objectives. We know that without God's Spirit to guide us we could not even begin to do our work.

Statement of Principles

As teachers at a Christian school, we must share the following general commitments to our God and to the community within which we work.

OUR COMMITMENT TO GOD

We believe in the triune God--Father, Son and Holy Spirit-- and confess that this faith must find expression in all our thoughts and actions. We dedicate our work to the glory of God, to the pursuit of scholarship, recognizing that true knowledge can only be found in Jesus Christ.

OUR COMMITMENT TO THE STUDENTS

We regard every student as sacred before God who calls every one of them to obey His law, and out of concern for their development as citizens of His Kingdom we dedicate our efforts toward a wholesome growth of their God-given potential.

More specifically:

- A. In God's grace we will endeavor to deal justly and impartially with all students, and to make responsible judgments concerning their academic, physical, emotional, and other characteristics as required in our school.
- B. We promise to teach and to discipline each student in such a way that his own experiences become meaningful to him and that he develops a sensitivity to others' reactions.
- C. We promise to seek improvements in the classroom program in order to render it more conducive to the wholesome development of every student, according to the curriculum plan of our school.

OUR COMMITMENT TO THE PARENTS

We acknowledge the God-given authority of the parents concerning the students' education, and consider it a privilege to teach the students according to a plan of learning whose religious direction is determined and mutually accepted by the parents and by the teachers. We promise to establish a relationship of mutual confidence with the parents.

Specifically:

- A. We promise to cooperate with the parents in the best interest of the students and to be discreet with information about the students and about their parents.
- B. We will endeavor to give the parents a fair appraisal of their children's progress at school.

SECTION II: STUDENT GUIDELINES

Within an atmosphere of love and belonging, NCS, as a Christian community of learners, encourages all students to understand and live out relationships, informed by God's word, to His honour and glory. We acknowledge the diversity within our community and the uniqueness with which God has created each of us. In love and obedience, we embrace the breadth of being a 'new creation in Christ', and this is reflected in how we treat each other.

We promote and encourage attitudes and behaviours that reflect the NCS mission statement.

Getting Ready for School

For much of your life you will be required to dress appropriately for your place of work. This is true for school as well. Although we understand that clothing choices are a way in which many of us express our tastes, attitudes and individuality, it is important to keep the objective of education in front of us. Not all clothing is suitable for school; therefore these guidelines will help you determine what is appropriate to wear on school days; for example, clothing that typically works well for sleep, the beach, dance clubs, exercise sessions, and sporting events may not be suitable, appropriate or comfortable in a school environment.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group.

Our dress code is designed to accomplish several goals:

- Allow students to dress comfortably for school and engage in the educational environment and experiences
- Allow students to wear clothing that expresses their personality
- Maintain a safe learning environment in all classes, including those where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes)

Student Dress Code

In general, students are expected to dress in a manner that creates a safe and inclusive community for all, does not interfere with the health or safety of any student, and does not contribute to a hostile or intimidating learning environment.

- Students are required to wear:
 - a shirt that covers the entire torso (no strapless, backless, or midriff baring shirts)
 - Pants or the equivalent (a skirt, a dress, or shorts)
 - Shoes
- Students may not wear:
 - Images or language depicting/suggesting drugs, vaping, violence, hate speech, profanity, nudity, or any illegal activity
 - Any clothing that reveals visible undergarments
 - Swimsuits (exceptions may be made for certain out-trips and activities)
 - Pyjamas (unless on designated day)
 - Accessories that could be considered dangerous or could be used as a weapon
 - Shorts, skirts, or dresses that are shorter than mid-thigh. Any rips in pants, shorts or jeans should not be higher than mid-thigh.
 - A hat or hoodie that obscures the eyes, ears, and face. Hats are expected to be removed during chapel, prayer, as well as in certain classes at the discretion of the teacher

These expectations apply to regular school hours (including lunch) and school functions (school trips, dances, etc). Exceptions may be made for athletic activities or certain out-trips. If it is unclear if a student's dress meets the general expectations, an Assistant Principal or the Principal will have the final say. **Students who do not meet dress code will be asked to change. If an appropriate change of clothing is not available they will be required to call home and wait in the office until picked up or a change of clothes is provided.**

Arriving at school

Kindergarten

Students should be brought to the kindergarten classroom door to be signed-in when the warning bell rings at 8:25. They will then go to the hallway to change their shoes and put their belongings at their cubby.

Grades One-Five

Students will line up at their designated line-up spots when the warning bell rings at 8:25. They will be met by their classroom teachers who will bring them inside to put away their belongings and change their shoes. Students should not be inside the building before 8:25.

Middle School

Students may enter the building at 8:00 and proceed to divisional spaces (classroom/hallway). Electronic devices are not permitted before or after school in unsupervised spaces.

High School

Students may enter the building at 8:00 and proceed to their divisional spaces (classroom/hallway). Students are encouraged to gather in classrooms rather than the foyer.

Student Schedule

Monday - Thursday		Friday	
8:25	Warning bell	8:25	Warning bell
8:30	K-12 Classes Begin	8:30	Classes Begin
10:15-10:30	K-5 Morning Recess	10:15-10:30	K-5 Morning Recess
10:45-11:00	MS Recess	10:45-11:00	MS Recess
12:00-12:30	K-5 Lunch Recess	12:20	K-5 Classes End
12:30-1:10	MS/HS Lunch Recess	12:30	MS/HS Classes End
3:00	K-5 Classes End		
3:10	MS Classes End		
3:15	HS Classes End		
K-5 Pick Up: Students dismissed from homeroom at designated time (3:00, 3:10 or 3:20)		K-5 Pick Up: Students dismissed from homeroom at designated time (12:20, 12:30, 12:40)	

Absences, Late Arrivals & Early Departures

Being on time is an important life skill; however, we recognize that there will be times when students are late. If you arrive late, report to the main office to sign-in and pick up a welcome slip. Excessive lates will be dealt with by administration.

Students leaving during school hours must sign out at the school office. Parents who need to pick up early can do so by a note or phone call from a parent or guardian to the office or classroom teacher.

Regular attendance is important for successful school life. Students are expected to attend school except when sick or, occasionally, due to unavoidable causes. If you can't make it to school, please observe the following:

- A parent or guardian should contact the school before 9:00 AM.
- As soon as reasonable, students should speak to their teachers about missed work.
- Ordinarily, students who are absent from school should not participate in any extra-curricular activities.

More detailed information about extended absences or illness can be found in Section VII.

General Behaviour Guidelines

Rather than spell out a list of mandates for every area of school life, we ask students to demonstrate respect for God, their neighbor, and themselves (Matthew 22:37-40). When we (students and staff) fail to do this, we hold each other accountable for solving the problem.

Because each person is created in the image of God and is loved and valued by their Creator, students must treat each other with dignity and respect.

1. Your actions, dress, possessions, etc., may not cause a problem for yourself or anyone else.
2. If your actions, dress, or possessions cause a problem, you will be asked to solve that problem.
3. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
4. If students and/or parents feel that the consequences are unfair, they should request a hearing.

Teachers frequently develop additional classroom guidelines and/or procedures related to their own classroom. Students are to comply with the individual rules and expectations specific to each classroom and are asked to respect the school property, building, and each other.

Student Code of Conduct

At Nanaimo Christian School we recognize the unique relationship we have with students, to partner with parents and caregivers to shape students' character and spiritual growth. We strive to provide the opportunity for students to thrive and realize their full potential through Christ-centered instruction in a safe, caring environment. We expect all students to live within the following guidelines during their time at NCS.

Respect for God

While students at Nanaimo Christian School come from a variety of backgrounds, it is expected that all students demonstrate a respect for God in their daily lives.

- Students will use language that honours God and keep his name holy.
- Students are expected to attend and engage in Bible classes and chapel.
- While authentic, honest questions and healthy debates are encouraged, students are expected to speak of God and the Christian faith respectfully.

Respect for Others

Students at Nanaimo Christian School are expected to demonstrate respect for others in their words and actions.

- Students will treat others with kindness, empathy and respect regardless of race, ethnicity, gender, gender identity, socioeconomic status or abilities. Students will not engage in any form of discrimination, harassment or bullying, either in person or online.
- Students will seek to resolve conflict peacefully and/or seek reconciliation if conflict arises.
- Students will demonstrate respect for the property of the school and the property of others, and will not steal, break, or vandalize that which belongs to others.
- Students will respect and submit to the authority of teachers, administrators, and staff members. They will seek to understand and obey all school rules and policies.

Positive Personal Conduct

Students at Nanaimo Christian School are expected to diligently attend to the following conduct guidelines.

- Students will use kind, inclusive and respectful language, and will refrain from using profanity or inappropriate language.
- Students will attend school regularly and arrive on time for classes and school events.
- Students will create beautiful work that reflects their best efforts and God-given talents, and will engage in class activities and discussions. Students will not distract others from their learning.
- Students will dress in accordance with the school dress code.
- Students will abstain from the use of tobacco, alcohol, vaporizers, and drugs on school property.
- Students will use technology and social media responsibly, avoiding cyberbullying and inappropriate content.
- Students will demonstrate honesty and integrity in their conduct and in their school work. Students will not lie, cheat, or steal.

Violations

Violations of this Student Code of Conduct may result in disciplinary action, including but not limited to reflections, assignments, counseling, suspension, or expulsion, depending on the severity and frequency of the offence. The school endeavours to engage with restorative practices that allow students to learn from and address their mistakes in a positive way. The school administration will exercise discretion and fairness in addressing violations.

Technology Guidelines



Acceptable Use of Technology

Nanaimo Christian School's information technology resources, including email and Internet access, are provided for educational and administrative purposes.

Families will receive the acceptable use policy through MySchool and once parents have gone through it with their child, it can be signed online.

Virtual Private Networks (VPNs)

VPNs are designed to bypass internet restrictions and filters that are in place at NCS and are not allowed to be used at school. Using a VPN can lead to exposing the student to insecure or inappropriate materials or sites that can both endanger their own machines and our network as a whole. Students who are caught using a VPN may have their internet and technology access revoked temporarily or permanently.

AI Policy

As a school, we are committed to using Artificial Intelligence (AI) in an ethical and transparent manner that equips students to use leading technologies in a responsible way. While we acknowledge that these technologies have the potential to enhance student learning, we recognize the importance of academic integrity. The following are some guidelines for maintaining academic integrity when using AI for academic purposes:

- Students should not rely solely on AI to gather information
- Sources of information must be properly cited
- Students must not use AI to modify content in order to plagiarize someone else's work
- Students should not assume that AI responses are always correct

Students should consult with their teachers regarding appropriate use and referencing when completing assignments. In the event that AI is used in an unethical manner, it will be considered academic dishonesty (see Academic Integrity).

Collection Notice

NCS is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source social media sites. NCS will not collect information as part of a threat assessment unless there is a reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

Cell Phones

In Elementary and Middle School (K-8), students must keep their cell phones in their backpacks and turned off during the school day, unless they have been granted permission from a teacher to use it as a learning tool.

In High School (9-12), the school recognizes that students have busy schedules that may require more frequent connection to work or home. Students may access their cell phones before school, at lunch, and after school as well as in-between classes. Use of cellphones during class time is not permitted unless approved by the teachers as a tool to enhance learning.

Students using the cell phone to make phone calls, send text messages, access social media, or any other function not designated as a learning tool by a teacher granting permission will have their cell phone confiscated. Students can pick up the cell phone from the school office at the end of the day. A cell phone confiscated from the same student multiple times will be held in the school office until the end of the week to be picked up by parents.

Gym Use

Students are not to play in the gym unless under the direction and supervision of a teacher. Equipment rooms are out of bounds to students unless they are under the direction and supervision of a teacher. Eating is not allowed in the gym unless supervised.

SECTION III: STUDIES AT NCS

Assessment and Progress Reports

Leading research on best practice in education demonstrates that providing frequent feedback on how students are meeting the learning outcomes of the grade level is more effective than report cards with letter grades or percentages and brief comments. One of the areas in which we seek to make improvements is to track student progress through subject-specific learning outcomes, rather than letter grades. This gives students the opportunity to show growth throughout the year without being penalized through the averaging of letter grades. We would rather give students the opportunity to show evidence of their learning at the end of the year, and this be the basis of their final letter grade.

We believe there is value in placing greater emphasis on parent-teacher discussion, rather than written comments. The partnership between parents and teachers is most alive through discussion and allows the opportunity for interaction between the home and school. This gives parents the chance to ask for clarification and to have valuable input in their child's learning.

BC's reporting and assessment practices have recently undergone review and updating. A summary of the changes can be found at the linked [K-12 Student Reporting Policy Information for Families](#) site.

Progress reports will follow the schedule and guidelines below:

- Five formal opportunities to receive feedback on how a child is meeting the prescribed grade-level learning outcomes and personal work habits
 - October (Interim report - observation of basic skills and work habits)
 - November (term 1 subject-specific skills and work habits)
 - February (term 2 subject-specific skills and work habits, comments in grades 9-12)
 - April (term 3 subject-specific skills and work habits)
 - June (term 4 subject-specific skills and work habits, overall subject proficiency, comments K-12)
- Two opportunities for in-depth parent-teacher conferences (October & March)
- Students in the graduation program (grades 10-12) will continue to receive a letter grade and percentage for individual credited courses
- An Assessment Guide will be provided to you along with your child's report card to help understand our process and give in-depth explanations to various sections and measures.
- For assessments, the provincial four-point proficiency scale for academic achievement will be used. A score of "Proficient" or "3" demonstrates that the student is meeting required expectations for grade-level.

EMERGING (1)	DEVELOPING (2)	PROFICIENT (3)	EXTENDING (4)
<i>The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.</i>

Academic Integrity

When a student is caught cheating on homework, tests, projects, or quizzes, there will be no credit for the work and additional disciplinary consequences as determined by the teacher and/or principal will be assigned. Consequences are given to both the student receiving the answers and the student providing the answers.

Plagiarism consists of copying or imitating closely the words or ideas of another and using them as one's own without crediting the source (otherwise known as "literary theft"). Plagiarism (including using AI) is considered cheating, and the same disciplinary consequences apply. In any cheating event, a face-to-face conference between teacher, principal, and student will take place.

SECTION IV: RELATIONSHIPS AT NCS

One of the great things about being part of a school community is the opportunity to form relationships with peers and staff. Living in community means considering the needs and feelings of those around you.

A good learning environment will exist best in an atmosphere of mutual cooperation and respect between staff and students. Staff will work towards a discipline system that is consistent, shows love and concern for students and is firm, yet fair.

Discretion, as well as sensitivity to others, is the order of the day when it comes to expressing fondness between students. Public displays of affection are out of place at school.

Harassment & Bullying

NCS students are expected to show respect towards one another and refrain from harassing behaviours. Harassment can range from mild to severe and is usually about power, control and domination. While we might not always like each other, we have a responsibility to treat each other with courtesy and respect. Consequently, any attempt to berate, mock, aggravate or otherwise harass others verbally, physically or sexually, is a very

serious offense, with consequences ranging from detentions to possible suspensions/expulsions. Additionally, the school may contact and involve police as necessary.

Harassment includes:

- physical and verbal aggression/teasing
- intentional social alienation of other students, eg, shunning
- intimidation
- cyber bullying using phones, social media, texting, etc.
- engaging in improper physical contact
- making inappropriate comments

Procedure for dealing with harassment

Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome, and is contrary to a healthy community. All reports are handled with discretion in consultation with those involved.

- Harassment may be reported verbally or in writing to:
 - Teachers
 - Educational assistants
 - Administrators
- The report will be investigated by the administration and counsellors. A course of action will be determined by those involved. Ideally, the situation will be mediated by counsellors or administration. If mediation is not successful, further disciplinary measures may be taken ranging from detention to suspension or expulsion.

It is our goal to create and nurture a safe environment at NCS. We expect students and staff to treat everyone with respect and dignity.

NCS' Stance on Bullying

1. The School community rejects bullying of students in any form.
2. All bullying of students is dealt with seriously.
3. Students are actively encouraged to support each other and report when possible all instances of bullying. An anonymous reporting tool will be made available to students in the first days of school.
4. Both students who bully and students who are bullied, are offered appropriate intervention and support. This may include family involvement, counselling and mediation.
5. The School reserves the right to discipline students, which may include suspending or expelling any student whose behaviour is considered unacceptable.
6. Examples of acceptable student behaviour are recognised and promoted.
7. The School will educate students about the effects of bullying and encourages them to be aware and asks them to help the victim.

Fair Does Not Mean the Same

At NCS we understand that all kids are unique and come from different backgrounds, so what works for one child does not always work for everyone. We all have the same expectations for all students when it comes to safety and how we treat one another, but when it comes to following through on behaviour, "fair" does not mean "the same".

Appeals to Administration

NCS staff and administration strive to be solution-focused on issues and concerns expressed by students or parents. There are times however when decisions made on issues are still of concern. As a result of this, there is an ability for students or parents to appeal decisions to the Senior Leadership Team (SLT). Once proper procedure has been followed (including a direct conversation with any individuals involved), appeals can be made by communicating with the front office where arrangements will be made to discuss the concern with one or more members of the SLT. Meeting with the SLT does not automatically mean a decision will be overturned,

but it does give students or parents a further opportunity for discussion of the issue. Appeals can be made in relation to assessment practices, behavioral issues, or school related expectations.

SECTION V: GENERAL SCHOOL INFORMATION

Curriculum

NCS offers a full range of programs, offering an education that satisfies and goes beyond the requirements of the BC Ministry of Education. As a funded, fully accredited Group 1 Independent school, we are regularly inspected by external evaluation committees appointed by the Ministry of Education, and have always satisfied their requirements in such inspections.

While we teach the range of subjects required in the Ministry of Education guidelines, all courses are taught from the perspective of a Biblical worldview. All of our teachers are professionally qualified and certified through the Ministry of Education, and all teach as committed Christians.

Communication

Open and honest communication is one of the most important facets of any Christian community. Parents are encouraged to keep communication lines open between home and school. Communication should be frequent, focused and constructive. If you wish to meet with a teacher, please arrange a time with them that does not conflict with their teaching schedule.

Newsletters

There will be a divisional newsletter attached as a link to the twice a month All School Newsletter sent from the main office. This will be updated as needed to keep you informed on what is happening in specific divisions.

Student/Parent/Teacher Conferences

Throughout the year scheduled parent-teacher conferences are held to formally discuss the progress of each student. These dates you will find on the school calendar. If at any time you wish to discuss the progress of your child, call the school or drop by to talk it over with your child's teachers.

Email Communication

Email is an effective way to communicate between the home and school and is the preferred method of teachers. A few reminders to ensure the effectiveness of email communication:

- Be brief, if it needs to be longer than 2 paragraphs it should be a conversation, not an email.
- Be aware of your tone - choose words that reflect your meaning, not your emotion.
- Resolving conflict, whether real or perceived, through email is not acceptable.

On-Campus Supervision

Teachers and support staff will supervise the students on campus. Supervision will cover the school property during all school breaks (recess and lunch hour) as well as in the school parking lot during our drop off and pick up window times. There is not playground supervision before 8:25 in the mornings nor after school dismissal.

Bussing

Currently NCS offers a variety of bus routes. The bus is supervised and administered by the board through the transportation committee, an approved bus policy, and administration. Please contact the office if you are interested in making use of the service.



With the bussing of students Nanaimo Christian School will take the following measures to ensure the safety of the students.

- 1) The driver is equipped with a cell phone in good working order at all times.
- 2) The driver will be supplied with a student list with home and emergency numbers for every student, and with the B.C. medical number and any pertinent medical information on each student.
- 3) Students will only be let off at the school campus, their regular home stop, or at another regular stop if previous arrangements have been made.

In the event of a mechanical breakdown or unexpected schedule changes (road detour, traffic concerns, etc.) the driver will initiate a phone fan-out list in order to communicate new arrangements (rearrangements). The NCS school office will be the communication center for such concerns.

Students who regularly ride the bus to and from school will go through a mandatory evacuation safety protocol exercise. This protocol will include learning how to evacuate a bus safely in the event of an emergency with students actually practicing evacuating a bus in an evacuation drill. Our contracted Bus drivers are all trained in proper evacuation protocol.

Students who don't use the bus regularly (i.e. occasional bus use for field trips) will be taught how to evacuate a bus safely by teachers teaching evacuation protocol and through the use of bus safety videos. All Teachers supervising field trips involving Bus transportation will be trained in proper evacuation protocol.

Health & Safety

Allergies

There are several students attending NCS who have various allergies, ranging from minor irritations to life threatening responses if they come in contact with the allergen. Strong perfumes and body sprays should be avoided. No animals should be brought into the school building without the permission of a school administrator.

Nuts

NCS has several students with life threatening life allergies. This year, all of NCS is a **NUT-AWARE** zone, including peanuts and all tree nuts. We ask that no students bring food made with any nuts to school. If students are seen with food that endangers another student, they will be asked to put them in their backpacks and take them home.

Lice

As with many schools, occasionally our students find themselves in the middle of a lice infestation. Though head lice are a nuisance, they are not dangerous and have not been shown to spread disease. If you detect head lice on your child, we ask that you notify the school immediately and treat as soon as possible. Students diagnosed with live head lice at school will not be sent home; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Students with live lice may be asked to tie their hair back in a ponytail until the end of the day to help prevent spreading.

Unfortunately, lice are becoming more difficult to treat and the only proven, safe, effective treatment is regular and vigilant wet combing. After lice detection, to prevent further spreading, hair should be checked every 2-3 days for the following two weeks. As a preventative measure and early detection process, we encourage wet combing once a week throughout the year. More information on wet combing is available from the school office or at <http://www.lice911.com/wet-combing-instructions.html>.

Student Illness

At NCS we will continue to practice increased hygiene measures in classrooms and hallways, including frequent hand-washing and sanitizing. Mask-wearing remains optional and will be respected as a personal choice by staff and other students. The most effective way to keep our school healthy is to keep your child(ren) home if they are sick.

Students who are exhibiting new symptoms of illness (including symptoms of COVID-19 or gastrointestinal illness) should stay home and follow the guidelines of the [BC Government and CDC](#). Students can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g., ibuprofen, acetaminophen).

Should a student become sick while at school, the following steps may be taken:

- A student may be asked to wear a non-medical mask to limit virus/germ exposure
- The office will make arrangements for the student to go home as soon as possible
- If a student is not be able to be picked up immediately, they may be asked to wait in a space where they can wait comfortably and are separated from others

We request that the individual stay home until symptoms have improved and they feel well enough to participate in all school-related activities.

Here are a few guidelines to help in deciding when to keep your child home from school.

Symptom	Student must be at home?
Diarrhea Frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	Yes -If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. We recommend that a student return when he/she has not had diarrhea during the last 24 hours.
Fever Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.	Yes - When a child has a fever of 101+ or when a lesser fever is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, aches, loss of appetite, etc. Students can return when fever has resolved without the use of medication. We recommend staying home until fever-free for 24 hours and the child's appetite and energy levels have returned to normal.
Vomiting Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.	Yes - Keep students home if they are vomiting or excessively nauseous. We recommend keeping a student home until they have not vomited for 24 hours.
Flu The flu can be serious with sudden onset of symptoms that can include: fever, chills, aches, sore throat, nausea, vomiting, dry cough	It depends - Refer to specific symptom guidelines, such as fever and vomiting, and make sure the child feels well enough to participate in all activities.
Coughing Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing	Yes - Medical attention is necessary. Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment

Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough	No - Child may attend school if able to participate in class and other activities
Rash	No - Body rash without fever or other symptoms usually does not require student to remain at home Yes -Seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash
Pinkeye (conjunctivitis) Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning	Yes - If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours. If your health provider decides not to treat your child, a note is needed.

Emergency Protocols

Students will be trained each year for specific emergencies: fire, earthquake and lockdown. Emergency response plans are in place for these and other emergencies and are reviewed annually.

Snow Days

Due to the large geographical area that NCS students travel to get to and from school, school closure due to snow will be based on the following considerations:

- The decision of SD 68 to close their school
- The decision of VIU to close (their catchment area most closely reflects that of NCS)

The decision to close will be made by Administration, in consultation with the Transportation Coordinator, and communicated to the school community through the school website, Facebook page, and on The Wave 102.3 FM.

Bus transportation will not be provided on the North bus route when SD 69 (Parkville-Qualicum) schools are closed. The Transportation Manager will consult with the bus drivers to determine the safety of the routes in winter weather conditions.

School Fees

There are a number of fees to be expected from time to time as the operational budget is carefully managed and does not account for “incidental” items such as hot lunches.

Chapels and Assemblies

Chapels are held once a week divisionally and monthly as a whole school (K-12). School chapel involves a variety of activities, including worship, guest speakers, videos, discussion, and cooperative and team building activities and games. Additional assemblies are scheduled throughout the year in honour of special dates and holidays. Dates and times will be published through the school office.

Student Use of Phone

Students must have teacher permission to make use of the office telephone. Student use is for emergency only and students may not make long distance calls. K-8 students may not use their personal cell phones to make calls during the day. Parents are asked to communicate with students via the office or a teacher during school hours.

SECTION VI: APPROACH TO DISCIPLINE

Philosophy

Because we believe that each student is made in the image of God and made for a relationship with God, discipline at Nanaimo Christian School is viewed within the context of discipleship. Hebrews 12:10-11 states, “Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

All discipline has the goal of helping students grow in their walk with Jesus or to guide them towards a saving knowledge of Jesus Christ. Because each child has been created to uniquely reflect the image of God, discipline and discipleship must be done on an individual level and will often look different from child to child.

Core Beliefs about Staff/Student Relationships

The following list articulates the foundational beliefs that guide staff/student relationships and interactions and inform the discipline process when problems arise. All students and teachers are created by God, in His image. We are His creation, yet we are sinful by nature and redeemed and transformed by His grace. In this context, we believe that:

1. Every attempt should be made to nurture the dignity of both the student and the adult as a unique bearer of God’s image.
2. Misbehavior should be viewed as an opportunity for individual discipleship, problem-solving, and development of life skills as opposed to a personal attack on the school or staff.
3. Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. Students should be guided and expected to solve their problems and the ones they create without making problems for anyone else.
5. Misbehavior should be handled with natural consequences instead of punishments whenever possible.
6. Students should have the opportunity to be heard (at an appropriate time) when consequences are necessary.

SECTION VII: ATTENDANCE GUIDELINES

Absences

Research shows that regular attendance and school success go ‘hand in hand’ and that excessive absenteeism is directly related to students dropping out of school. Our objective is to help students achieve success throughout their high school years by encouraging regular school attendance. Not all classroom work can be made up. Explanations, clarifications, discussions, opportunities for feedback, and group learning activities are invaluable components of an effective learning environment.

An absence is an absence, regardless of the reason. Each absence results in a lost learning opportunity in the classroom, which may not be regained.

Communication between parents, students, and teachers is critical when a student is absent from class. Students are ultimately responsible for this direct communication and for any work they miss during an absence.

Parents/Guardians are requested to call the school or provide a written explanation to the school office if a student(s) is going to be absent from class(es).

Excused Absences

- May include illness, bereavement, or special circumstances
- Students will be allowed to make up their work for excused absences.

Unexcused Absences

- Unexcused absences are absences where the office was not contacted by the parent or absences were for reasons not specified as excused.
- Students will be required to make up the work missed within a reasonable time frame provided by the teacher.
- If there is a question as to whether an absence is to be excused or not, the principal will decide.

Extended Absences - due to travel

Each year we are approached by parents or guardians who wish to take their child out of school for an extended period of time (3 school days or more). Usually this is for reasons associated with family travel or family business. If a child misses school for an extended period of time, he or she will be behind in classroom work and will be expected to complete any missed work within a reasonable time frame provided by the teacher.

Teachers are not expected or required to provide the work in advance, rather, the student is expected to get caught up when they return.

Extended Absences - due to illness

If a student is ill for an extended period of time, or is required to isolate due to illness, they will be provided with homework during their time away from school. Teachers will work in partnership with families to ensure a student is caught up once they return to school.

SECTION VIII: ADDITIONAL STUDENT SUPPORTS

Not every child at NCS will need to access these services, however we wanted to ensure parents are aware of the following:

School Counselling

Counselling services are available for students who are struggling with social or emotional issues that are impacting their educational progress or school experience. Counselling support aims to provide a trusting, understanding environment where students can discuss personal issues, explore and examine their own feelings, beliefs, and behaviour. Through counselling, students will be able to develop, understand and practice effective communication, problem-solving, and decision-making skills. Counselling services are provided by trained counsellors hired by the school.

NCS Counsellors will meet with students to determine the type of support that will be best for the individual student. Students with long-term, ongoing needs will be directed to seek external community support. Some students may require a long period of direct support at school, which will include a School Based Team consisting of the counsellor, classroom teachers, educational assistants, and/or administration. Some students may require a longer period of monitoring by an NCS counsellor, but not regular intervention.

Guidelines and Procedures:

1. NCS school-based counsellors are NOT in place to address long-term mental health challenges.
2. Any staff can refer a student for counseling services using the referral form on Google drive. ES students can ask to speak to a counsellor through their homeroom teacher or parents. MS/HS students can self-refer to speak with a counselor.
3. A parent can request a referral through their child's homeroom teacher or through a member of the Administrative team
4. Information received through the counselling relationship is confidential with the following exceptions:

- a. CONSENT: With the consent of the student, the teacher-counsellor may divulge information received through the counselling relationship with the agreed upon person(s).
 - b. POTENTIAL HARM: If behavior of the student threatens potential harm to him/herself or another person, the teacher-counsellor shall take appropriate action to protect the student and/or the other person.
 - i. School Administration will be notified and the appropriate response protocol will be followed (ie. Suicide, Threat Assessment, etc.)
 - c. CHILD PROTECTION: A teacher-counsellor who has reason to believe that a child is or might be in need of protection shall forthwith report the information to the appropriate authorities in accordance with legal obligations pursuant to child protection legislation.
5. Students under the age 12 are required to have parental consent for counselling services. In a crisis situation, safety trumps the requirement for consent, and parents will be informed as per the school response procedures.
 6. Students over the age of 12 do not need parental consent for counselling services.

Consultants/Specialists/Tutors

Our school values the benefit of specialists and extra tutors that can greatly assist students in their learning. These supportive roles are defined as:

- Consultant/Specialist - provide a service as outlined in an IEP or SLP
- School Based Tutor - a tutor assigned or directed by the school, but contracted by the family
- Private tutors - a tutor contracted by the family

Because our school facilities are at capacity and typically there is rarely a space that is not being used, consultants, specialists, and school based tutors are allowed on campus, as space allows. Private tutoring will not be allowed on campus and parents will need to arrange for alternate locations.

SECTION IX: ADDITIONAL DIVISIONAL APPENDICES

Please refer to the following appendices for specific divisional information:

- [Elementary School - K-5](#)
- [Middle School - 6-8](#)
- [High School 9-12](#)
- [Student Support](#)