



Nanaimo Christian School

NCS ELEMENTARY

2021-2022

STUDENT & PARENT HANDBOOK

Nanaimo Christian School

www.ncsnanaimo.com

Kindergarten to Grade 5 at NCS is a Christ-centered community that loves and cares for kids and intentionally celebrates their individual growth in relationships, in Faith and in academics.

Loving Kids and Celebrating Growth



BELONG



BELIEVE



ACHIEVE

NCS K-5 2021-22

STUDENT & PARENT HANDBOOK

SECTION I: CHRISTIAN AND EDUCATIONAL PHILOSOPHY

Mission Statement

BELONG - BELIEVE - ACHIEVE

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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Elementary Program Statement

Kindergarten to Grade 5 at NCS is a Christ-centered community that loves and cares for kids and intentionally celebrates their individual growth in relationships, in Faith and in academics.

Loving Kids and Celebrating Growth

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, modelling, 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 potentials.

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: K - 5 INFORMATION

Elementary Staff

Elementary Staff

Mrs. Melissa Friend
Mrs. Rebecca Gourlay
Mrs. Leigh-AnnTaylor
Mrs. Kim Kirkbride
Mrs. Marie Jansen
Ms. Jaime Krastel
Ms. Hannah Hughes
Mrs. Delsarose Morin
Mrs. Bronwyn McNaughton
Mr. Mark Rauwerda
Mrs. Cheryl van Zyl
Mr. Russ Dykshoorn
Mrs. Kailee Kirkbride
Mrs. Jamie Schapp

Specialist Teachers

Mrs. Susan De Schiffart (Director of Student Support)
Mrs. Karissa Roper (K-2 Learning Support Teacher)
Mrs. Xandre VanBaaren (Gr. 3-5 Learning Support Teacher)
Mrs. Rhonda Libbus (International Coordinator)
Mrs. Melanie Vanstone (Music Specialist K-5)
Mrs. Kathy Cooper (Teacher Librarian)

Administration

Mrs. Kim Kirkbride (Assistant Principal - Elementary)
Mrs Cheryl van Zyl (Principal - Elementary))
Mr. James Sijpheer (Head Principal)

Unique Programs and Courses

Nature Kindergarten

Our Kindergarten students spend concentrated times during the week using our forest space and covered gazebo area. Nature Kindergarten offers students a chance for unstructured play developing key gross and fine motor skills. Occasional focus lessons will guide children in their play with teaching such things as knot-tying, or identifying certain plants, trees and berries.

The program is a child-centered approach to learning centered on the belief that God has created a natural world through which we can learn and experience His love and Holiness. We hope to develop learners who are creative, innovative, stewards of creation and responsible adventurers able to take risks. Our program emphasizes being still and reflective allowing the space and practice of listening for God's voice. Students will build literacy and numeracy skills through experiential learning as well.



Daily 5 & Literacy Cafe

The Daily Five is a way of structuring the reading block so every student is independently engaged in meaningful literacy tasks. These research based tasks are ones that will have the biggest impact on student reading and writing achievement, as well as help foster children who love to read and write. Students receive explicit whole group instruction and then are given independent practice time to read and write independently while teachers provide focused, intense instruction to individuals and small groups of students.



When it is up and running smoothly, students will be engaged in the Daily Five, which are comprised of:

- Read to Self
- Respond to Reading or Work on Writing
- Read to Someone
- Listen to Reading
- Word Work

There are very specific behavior expectations that go with each Daily 5 component and teachers spend at least the first five weeks of the year working intensely on building reading and writing stamina and fostering classroom community. Teachers will also spend time learning about your child's strengths and greatest needs as a reader in order to best plan for each student's instruction.

Children will be taught to select "Good Fit Books" or books they can read, understand and are interested in, which they will read during Daily 5. They will be spending most of their time in class actually reading, which research supports as the number one way to improve reading.

In partnership with Daily 5 is a [menu](#) of literacy strategies that is entitled CAFE: Comprehension, Accuracy, Fluency and Expanded Vocabulary. In primary, reading instruction is done in small groups and a variety of strategies are introduced depending on what that particular group is ready for. In intermediate grades, these strategies are taught and modeled for the entire class, and at times used to guide the creation of small group reading groups. When developmentally appropriate, students set their own goal of which strategy to work on in their reading.

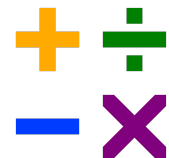
Numeracy & Math Rotations

Numeracy is the ability to understand and work with numbers. At NCS, we believe that our students should gain a deep understanding of mathematical concepts and to solve problems in a variety of ways throughout different subjects. This is our philosophy as opposed to rote memorization and teaching students to simply find the correct answer.

Furthermore, our Math program is designed to give students a variety of ways to work through mathematical concepts and applications in a differentiated and hands-on manner. By working at their own unique developmental level, students will build on their mathematical understanding and be challenged just enough so that they will grow, but not too much as to avoid them reaching frustration.

The stations use the following acronyms:

- **M** - Math By Myself - activities that offer individual practice, sometimes a worksheet based practice activity to build upon individual learning done at the teacher table time.
- **A** - Activity with a Partner - an activity, game, or practice where students work in partner groupings, practicing the concepts being taught during a unit and strengthening fact skills
- **T** - Teacher Table - here students receive targeted instruction from their teacher, often at a 1-4 or 5 ratio. Teachers can offer corrections, strategies and truly assess student understanding
- **H** - Hands On Activities - students play games, use manipulatives, and at times build models of a variety of mathematical concepts and computations
- **!** - Exciting Learning or Math Journals - during this rotation students capture mathematical concepts and examples of them in a journal as a way of documenting their learning and also serving as notes that can be used for future reference.



TEMPORARY COVID SECTION

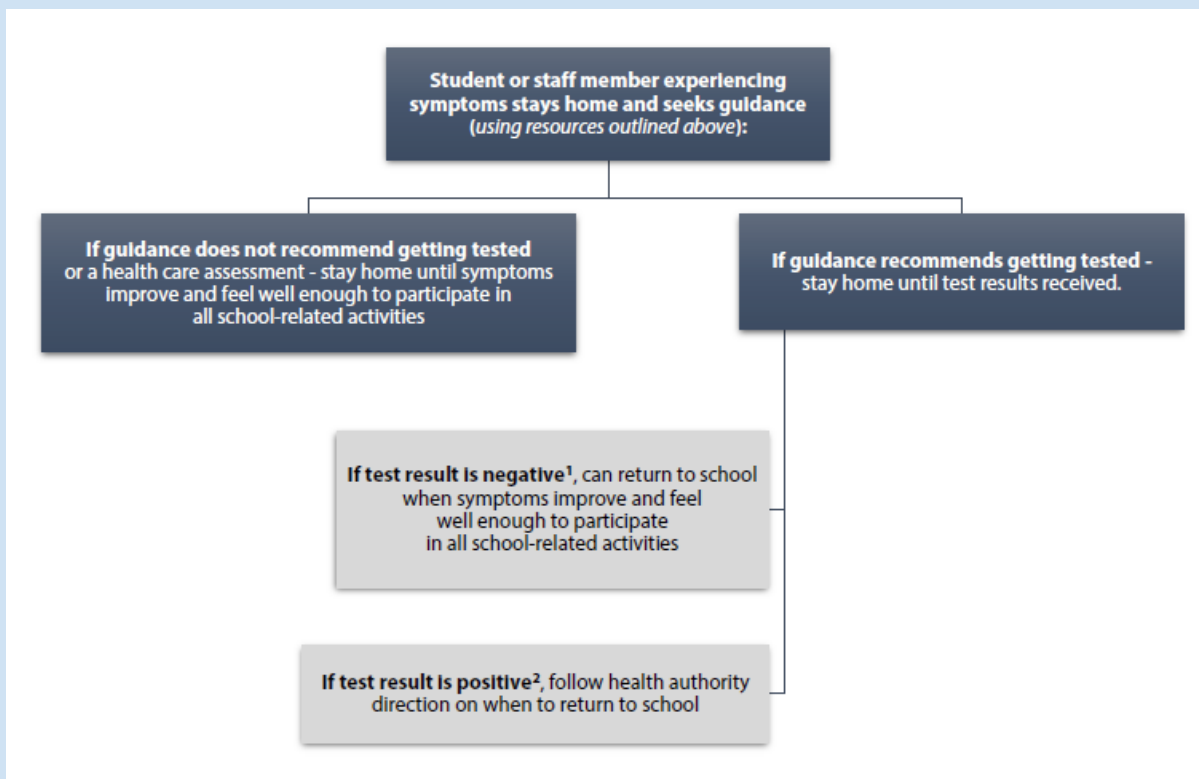
A. Daily Health Assessment

All staff, students and visitors must complete a daily health check before coming to school.

- Staff - complete the Google form before starting work each day
- Students - complete a health check before coming to school
- Visitors - complete a health check and indicate that it has been completed on the sign in form.

B. Symptoms, Testing and Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC “When to get tested for COVID-19” resources for specific guidance. Staff, students and parents/caregivers can also use the BCCDC [online Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness.
2. Public health will contact everyone with a positive test.

C. Mask Usage

All **K-12 staff** are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses.

All students in Grades 3 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses.

Students in Grades K to 2 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

All **visitors** must wear a non-medical mask when they are inside the school.

Exceptions:

- a person who cannot tolerate wearing a mask for health or behavioural reasons;
- a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing it;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier; or
- while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

D. Vaccines

Vaccines are the most effective way to reduce the risk of COVID-19 in schools and communities. The vaccines used in B.C. remain highly effective against COVID-19, including among variants of concern. Vaccinated people aged 12 and older tend to have milder illness if they get infected and are also less likely to spread COVID-19 than unvaccinated people 12 and older.

Nanaimo Christian School supports public health and strongly encourages all eligible students and staff to be fully vaccinated (i.e., receive 2 doses) against COVID-19 to protect themselves and those around them including those who are not eligible to be vaccinated.

People over 12 who are not vaccinated are at higher risk of getting and spreading COVID-19, with age the greatest factor of individual risk of severe illness. Most COVID-19 cases, hospitalizations, and deaths are now among unvaccinated adults.

E. Hand Hygiene

When Student Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">▪ When they arrive at school.▪ Before and after any breaks (e.g., recess, lunch).▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).▪ Before and after using an indoor learning space used by multiple classes with shared equipment.▪ After using the toilet.▪ After sneezing or coughing into hands.▪ Whenever hands are visibly dirty.	<ul style="list-style-type: none">▪ When they arrive at school.▪ Before and after any breaks (e.g. recess, lunch).▪ Before and after eating and drinking.▪ Before and after handling food or assisting students with eating.▪ Before and after giving medication to a student or self.▪ After using the toilet.▪ After contact with body fluids (i.e., runny noses, spit, vomit, blood).▪ After cleaning tasks.▪ After removing gloves.▪ After handling garbage.▪ Whenever hands are visibly dirty.

F. Physical Distancing and Space Arrangements

Although public health no longer recommends learning groups and physical distancing of 2M we will continue to implement and encourage strategies to help create space between people and to support students and staff in returning to school using a trauma-informed approach:

- Reminders about respecting others personal space.
- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Implement strategies that prevent crowding at pick-up and drop-off times.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, where and when possible.

G. School Gatherings and Events

School gatherings and events (including inter-school events) can occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders.

- Current as of August 30
 - Gatherings that essential to the educational program can occur as normal
 - All school gatherings can occur at 50% occupancy of the designated space.
 - The NCS gym has a capacity of 1200, or 800 for seated/tabled event.
- Other considerations:
 - respecting student and staff comfort levels regarding personal space;

- using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e. overcrowding); and
- gradual transitions to larger gatherings (e.g. school-wide assemblies), including starting with virtual or smaller in-person options, shorter in-person sessions, etc.

H. Personal Items

Staff and students can continue to bring personal items to school

No items that come into contact with the mouth can be shared (e.g. food, drinks, unwashed utensils, cigarettes, vaping devices, wind instruments).

Students can continue to use their lockers or cubbies, as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school.

I. Bus Guidelines

We are able to continue the use of the NCS bus following the guidelines below:

The bus will be cleaned and disinfected at least once per day

Bus drivers are required to wear a non-medical mask

Students in Grades 3 to 12 are required to wear non-medical masks or face coverings when they are on the bus. Students in Grades K to 3 are encouraged to wear a non-medical mask or face covering on school buses but are not required to do so.

Students should clean their hands before and after taking the bus.

Passengers will be spread out if empty seats are available.

The windows will be open when the weather permits.

J. Cleaning, Disinfecting and Frequently Touched Surfaces

Cleaning and Disinfecting

The following frequency guidelines will be implemented for cleaning and disinfecting:

- General cleaning of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once in a 24-hour period.
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based prrs (e.g. DVDs) can be contaminated if handled by a

person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

K. Visitors

Parents and visitors are welcome, but encouraged to make an appointment.

All visitors and staff who are not typically onsite must sign in/out:

- A daily health check must be completed prior to entering the school.
- A visitor's lanyard must be worn

All visitors must wear a non-medical mask when they are inside the school.

Where possible, visitor access will be limited to those areas required for the purpose of the visit (e.g. school office for drop-off/pick-up of items, gymnasium for a sports event, etc.)

Parents/caregivers will be required to drop-off/pick-up students outside of the school, unless invited or required to do so by NCS staff.

L. Ventilation

At this time, there is no evidence that a building's ventilation system, in good working condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures.

NCS will:

- Ensure that filters will be a minimum MERV 13 filter or higher
- Move activities outdoors when possible (for example, lunch, classes, physical activity) and encourage moving classrooms outside when space and weather permit
- Increase air exchanges by adjusting the HVAC system
- where possible, keep windows open, if weather permits and HVAC system function will not be negatively impacted
- Use portable air conditioners and fans in unventilated spaces WITH doors and windows open.

M. Curriculum, Programs and Activities

FIELD TRIPS

For school field trips, NCS will ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.

Field trips will align with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.

Overnight trips are allowed following the guidance for overnight camps from BCCDC and the BC Camps Association when planning overnight trips that include group accommodation.

FOOD / CULINARY PROGRAMS

Schools can continue to include food preparation as part of learning programs for students. The following guidelines should be applied:

MUSIC PROGRAMS

K-12 staff and students in Grades 3 to 12 must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.

Shared equipment will be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students will be encouraged to practice proper hand hygiene before and after music equipment use.

Equipment that touches the mouth (e.g. instrument mouth pieces) will not be shared unless cleaned and disinfected in between uses.

PHYSICAL AND HEALTH EDUCATION (PHE)/OUTDOOR PROGRAMS

Students and staff will be spread out within available space, and outdoor activities and programs will be encouraged, as much as possible.

K-12 staff and students in Grades 3 to 12 are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present.

Students are not required to wear masks during high-intensity physical activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to personal choice.

For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.

Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.

Students will be required to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.

Equipment that touches the mouth (e.g. water bottles) will not be shared unless cleaned and disinfected in between uses.

PLAYGROUNDS

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. The following measures should be taken when using playgrounds:

Ensure appropriate hand hygiene practices before and after outdoor play

Attempt to minimize unintentional physical contact between students

Sand and water can be used for play if children wash their hands before and after play. COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.

SCHOOL LIBRARIES / LEARNING COMMONS

Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.

SCHOOL SPORTS

Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance:

- Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
- Masks are worn by K-12 staff, other adults and students in grades 3 to 12 when they are indoors and a barrier is not present.
- Students are not required to wear masks during high-intensity sport activities⁷ (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to ⁸ Staff are encouraged to move high-intensity sport activities outdoors whenever possible.
- For low intensity sport activities (e.g. stretching, golf), students are required to wear masks when they are indoors and a barrier is not present.
- Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
- Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.
- Sport activities should be held outside whenever possible.

Spectators for school sports will be required to sign in and complete a daily health check. See the Visitor Access section for more information on protocols for spectators.

See the Return to School Sports Plan from BC School Sports for additional information.

THEATRE, FILM, AND DANCE PROGRAMS

K-12 staff are required to wear masks during these programs when they are indoors, and a barrier is not present.

Students in Grades 3 to 12 are required to wear masks during these programs when they are indoors and a barrier is not present, except during high-intensity physical activity.

Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected as per cleaning and disinfecting guidelines in this document and students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment.

Extracurricular Activities

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document.

SECTION III: 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.

A Day in the Life of NCS

Getting Ready

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 respect those around us and keep the objective of education in front of us. Not all casual clothing is suitable for school; therefore these guidelines will help you determine what is appropriate to wear on school days: clothing that typically works well for sleep or the beach may not be suitable, appropriate, or comfortable in a school environment.

In general, students are expected to dress in a manner that does not detract from the learning environment while participating in school and school-related activities. In other words, keep it neat, clean and modest.

Student Dress Code

General Expectations

- Students are required to wear neat, clean modest attire, appropriate to a Christian School (i.e. no beachwear, beer (or substance use) shirts, offensive slogans, or images); no bare midriffs; no pyjamas (unless on a designated day); and no bare feet.
- Undergarments must not be seen, either by jeans, pants or shorts not worn at waist level or spaghetti straps or strapless tops.
- All clothing must not be inappropriately tight.
- Eyes need to be clearly visible to teachers at all times, you may be asked to remove your hoodie if this is not the case. Hats are not to be worn during class times at the elementary level.
- If it is unclear if a students' dress meets the general expectations, an Assistant-Principal or the Principal will have the final say.
- These expectations apply to regular school hours (including lunch) and school functions (school trips, dances, sports events, etc). Exceptions may be made for athletic activities.

Coming into the school

Kindergarten

Students will 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.

Elementary Schedule - Kindergarten - Grade 5

Monday - Thurs		Friday	
8:25	Warning bell <ul style="list-style-type: none"> • K students to designated Kindergarten doorway • Gr. 1-5 line up at their designated doorway 	8:25	Warning bell <ul style="list-style-type: none"> • K students to designated Kindergarten doorway • Gr. 1-5 students line up at their designated doorway
8:30	Classes Begin	8:30	Classes Begin
10:15-10:30	K-5 Morning Recess	10:15-10:30	K-5 Morning Recess
12:00-12:30	K-5 Lunch Recess		
12:30-1:00	K-5 Feed & Read	12:20	Classes End
3:00	Classes End		
Pick Up Times: 3:00, 3:10 or 3:20	Students dismissed from homeroom at designated time.	Pick Up Times: 12:20, 12:30, 12:40	Students dismissed from homeroom at designated time.

Running a little late?

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.

Have to leave early?

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.

Not coming at all?

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.

School 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.

Treat others with respect. 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.

Classroom Guidelines

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.



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.

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

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.

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. Parents will be required to pick up the cell phone from the school office.

SECTION IV: STUDIES AT NCS

Homework

Homework is not a significant portion of the K-5 program at NCS, as we value the unstructured play time that occurs at home and the pursuit of hobbies that help round out your child's education. Students in grades 1-5 will work on spelling words throughout the week and we always encourage our students to read daily, as much as possible. On occasion there may be a take home project or homework sent home to reinforce concepts learned in the classroom, but homework is never given as a means of introducing new concepts or information.

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 percents 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 more 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.

Progress reports will follow the schedule and guidelines below:

1. Five opportunities to receive feedback on how a child is meeting the prescribed grade-level learning outcomes and personal work habits
 - a. October (Interim report - focus on basic skills and work habits)
 - b. November (focus on subject specific skills and work habits)
 - c. February (focus on subject specific skills and work habits)
 - d. April (focus on subject specific skills and work habits)
 - e. June (final report card with comments)
2. Two opportunities for in-depth parent-teacher conferences (November & February)
3. 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.
4. On the whole, a five point scale for academic achievement will be used:

1	2	3	4	5
BECOMING AWARE	DEVELOPING	MEETING	ACHIEVING	EXCELLING
<i>beginning achievement, shows incomplete understanding</i>	<i>demonstrates basic achievement, shows weak understanding and application</i>	<i>demonstrates sufficient achievement, shows required understanding and achievement</i>	<i>demonstrates strong achievement, shows solid understanding and application</i>	<i>demonstrates outstanding achievement, in-depth understanding and insightful application</i>

SECTION V: 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.

Relationships with Staff Members

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.

Relationships with Other Students

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.

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 don’t 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 offence, 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.
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 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".

SECTION VI: 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

Divisional Newsletters & Freshgrade

Each week grade level teams will send home, by email, a weekly newsletter. This will be the number one way of keeping informed on what is happening. Furthermore, teachers will be updating a website called Freshgrade (think Facebook for school) with learning highlights and samples of student work. You can expect, at minimum, one post every week.

Student/Parent/Teacher Conferences

Throughout the year scheduled Parent-Teacher Interviews 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.

Student/Parent/Teacher Communication

Open 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.

Email is an effective way to communicate between the home and school and is the preferred method of teachers.

If you wish to meet with a teacher, please arrange a time with them that does not conflict with their teaching schedule.

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), including 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.

Field Trips

There are two basic types of field trips that require different types of supervision standards. The two types of trips include: trips within walking distance of the school and day trips that require the use of transportation. All field trip sites must have COVID-19 Protocols for safety and physical distancing that meets with the Provincial Health Authority recommendations as well as the Ministry of Education. There will be a thorough application and approval process to determine if we use these as learning opportunities.

Local Field Trips

For those trips that are within walking distance or within the greater Nanaimo area, the teacher in charge will ensure that there is adequate supervision along the following ratios.

- For grades K-3 there will be 1 adult for every 10 students
- For grades 4 to 5 there will be 1 adult for every 12 students

Vancouver Island Field Trips

For trips outside of the greater Nanaimo area, but still on Vancouver Island, the teacher in charge will ensure that there is adequate supervision along the following ratios:

- For grades K-3 there will be 1 adult for every 5 students
- For grades 4 to 5 there will be 1 adult for every 10 students

Field Trips to the Mainland

For trips off of Vancouver Island, but still in BC, the teacher in charge will ensure that there is adequate supervision along the following ratios:

- For grades K-3 these trips are not allowed
- For grades 4 to 5 there will be 1 adult for every 8 students

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.



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>.

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.

Scents and perfumes

Strong perfumes and body sprays should be avoided.

Nuts

NCS has several students with life threatening life allergies. This year, all of NCS is a **NUT-SAFE** 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.

Student Illness

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. Student can 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 fever > 101 is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc. Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.
Flu The flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, vomiting, dry cough	Yes - If your child has a fever > 101 or will be unable to participate in class. Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.
Coughing Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - Medical attention is necessary
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough	No - Child may attend school if able to participate in class.
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
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 have vomited 2 or more times in the last 24 hours. Student can return when he/she has not had vomiting during the last 24 hours
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 the Head Principal, 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-Quaticum) schools are closed. The Transportation Manager will consult with the bus drivers to determine the safety of the routes in winter weather conditions.

Physical Education

In primary grades, students should have attire they can be active in as well as grippy socks.

Proper gym attire is needed by all students in grades 3-5. If they are not wearing something they can move easily in already, they will be asked to change for PE class. Additionally, students in grades 3-5 will need non-marking runners for use in the gym.

Celebrating Birthdays

Parents may choose to send some snacks to school to help celebrate their child's birthday with their class. Please check with the teacher regarding any allergies or special considerations/timing and other details. Upon occasion, students may wish to distribute invitations to birthday parties or other celebrations while at school. So as to prevent possible exclusion and hurt feelings, this may only happen if an entire class, or the entire same gender of a class is being invited. If you wish to have a smaller celebration, please distribute invitations outside of school.

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.

Student Storage

Cubby holes will be assigned to the student at the beginning of the school year. Each student is expected to keep his/her space in a neat and clean condition.

Chapels and Assemblies

Chapels are held once a week in Elementary School and monthly K-12. Elementary 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. Personal student use is for emergency only and students may not make long distance calls. 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 VII: 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 VIII: 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 IX: 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, faith commitment, 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 Christian 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 counselling services using the referral form on Google drive
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.