

AGASSIZ CHRISTIAN SCHOOL

Parent / Student



Handbook

Revised September 2022



From the Principal's Desk

Welcome to Agassiz Christian School!



It is our desire that our school will be a place in which your child can *Discover, Grow and Thrive*. As we partner with families who desire a Christian education for their children, it is our prayer that Agassiz Christian school will glorify God by being a desirable place to belong and learn. We strive to build community within our walls, and our deep hope is that our strong community will extend to the families and friends who support us. Together we will faithfully seek to educate children to know and love Jesus and to walk out His plans for their lives.

This handbook briefly explains a little about who we are and what we do here. Please read through it and familiarize yourself with the rhythms and routines of our school community. We hope you find this information useful. If you have any questions or concerns, please don't hesitate to connect with someone at the school.

~Mrs. Judy de Waal



Welcome to another school year as we

Discover, Grow, and Thrive Together!

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Mission & Vision



Mission of ACS:

Agassiz Christian School seeks to honour God as Creator, Redeemer, and Enabler. We strive to provide a quality education that is based on the Word of God. Our aim is to help each student discover and develop his/her God-given gifts so that they may honour God by serving Him, loving each other, and being stewards of His creation.

Vision of ACS:

Providing our community with a Christ-centered, child-focused education.

Core Values



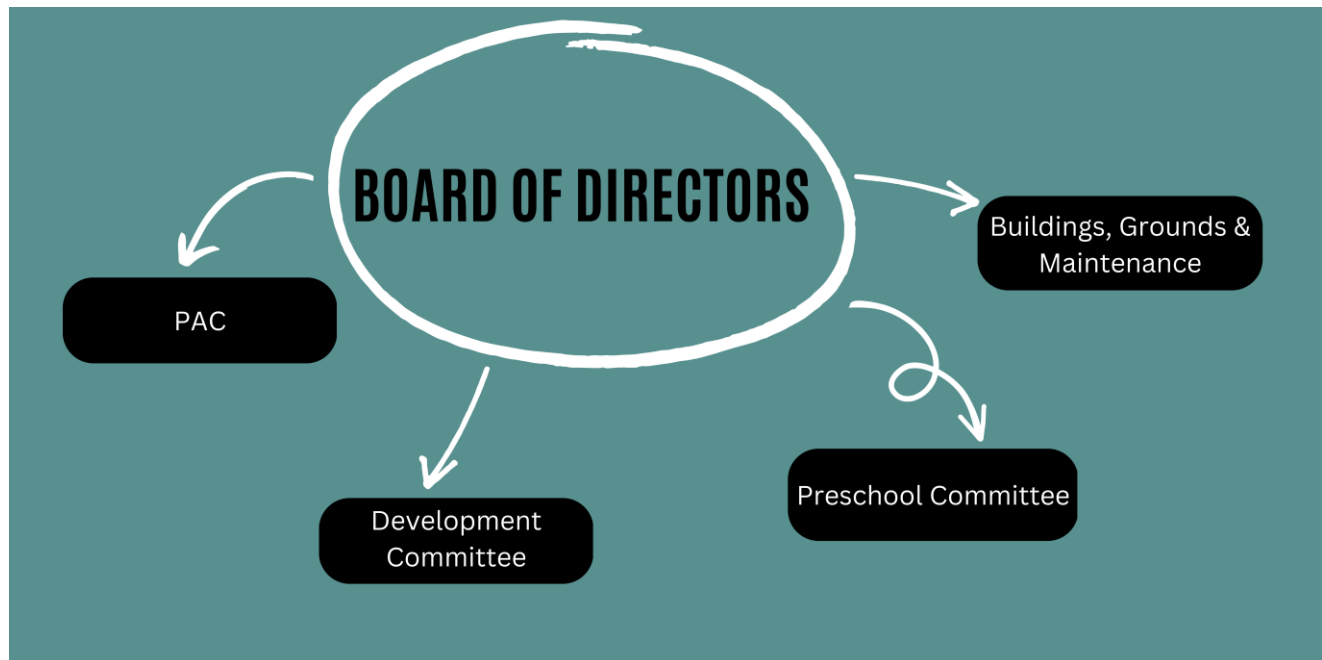
1. To provide a quality education from a Christian perspective that teaches students about God's world and how we interact within it.
2. To create a learning environment that respects and encourages each student's abilities and is sensitive to their needs.
3. To increase student's awareness and understanding of themselves as image bearers of God and encourage growth in their relationship with him.
4. To prepare students for a life of service and leadership in their home, in their church at their work, and in their community.
5. To model the goals that we as parents, teachers, and supporters of Christian education, have for our students.

School Structure



The school is operated by the Agassiz Christian School Society (1961). Anyone who wholeheartedly subscribes to the Constitution and Bylaws of the Christian School Society of Agassiz, BC (available from the school office), may be accepted by the Board (upon application), as a member. Applicants for membership must be over the age of 18, and must complete a membership form as well as pay the annual membership fee.

The directors of the School Board consist of 5 elected members who meet with the principal for a regular meeting once a month. These members and representatives of the Society are responsible for policy decisions necessary to operate the school. To assist the board in the execution of its duties, the standing committees consisting of appointed members, a board representative, and/or a staff representative, have been established.



ACS is also served by broader school organizations such as the Society of Christian Schools of BC (SCSBC), Federation of Independent School Associations (FISA), Christian Schools Canada (CSC), and Christian Schools International (CSI).

Attendance



If it is not an official day off on the school calendar, we look forward to welcoming all healthy children to school.

Attendance is taken each morning at 8:20 a.m. Names of any students absent at that time are recorded and sent to the office. If the office has not been informed of the student's absence by 8:30 a.m., the parents will be called to confirm that the student is at home. Parents can help staff monitor attendance by phoning the office any time before 8:20 a.m. to inform us of the student's absence. You may leave a message on the answering machine.

If your child is late, please ensure that they stop by the office to pick up a late slip.

If you will be taking your child out during the day, please sign out in the Check In/Out duotang located on the office counter. Please also sign back in if returning.

If a student is ill and wishes to go home early, the parents must be contacted and informed of the situation by the office before the student will be dismissed.

Chapels / Assemblies



Our chapels are generally held on every other Friday morning at 8:20 a.m. Parents are invited to attend. Please check the school app for the most current chapel schedule.

Discipline and Code of Conduct



Teachers and students at ACS are asked to promote a safe, healthy, accountable respectful and positive learning environment, which ultimately brings glory to God. Swearing and inappropriate language are unacceptable. Respect for each other and school property is expected, and staff will consistently model and lead in the behaviours expected. When correction is necessary, teachers and administration will attempt to deal with a student using restorative practices. Parents will be contacted as appropriate, depending on the seriousness of the situation. Consequences may include recess detentions, in-school suspensions, at-home suspensions and, in extreme cases, a recommendation to the ACS Board for expulsion.

Dress Code



Students are expected to dress modestly and appropriately for school:

- Clothing should not show midriffs or undergarments
- Shorts and skirts need to be fingertip length
- T-shirts must not have inappropriate slogans

If teachers feel that a student's appearance is inappropriate, the student will be required to wear gym clothing or selected clothing from what is available at school.

Children are expected to have a non-marking pair of athletic-type shoes for indoor and gym use. For outdoor use, children must use a different pair of shoes or boots in order to keep the school hallways and classrooms clean. Please be sure your children are dressed appropriately for the weather, i.e., umbrellas, raincoats and boots when raining, and warm jackets, hats, boots and gloves or mittens when it is cold.

Electronic Devices



Students are not allowed to use personal electronic devices, such as cell phones, tablets, etc. at school, on field trips, or on the bus unless given specific permission to do so.

Emergency School Closures



Please check the “My Agassiz Christian” app/Facebook page/website for the most current updates on emergency school closures. Students will not be sent home in the middle of the day unless arrangements can be made with parents.

A “Delayed Opening” would be announced on the school app, Facebook page and website. On a delayed opening day, school would start at 10:15 a.m. If we choose a delayed opening, **buses will run 2 hours late.**

A delayed opening would keep our buses and parents off the road during rush hour and would also give more time to assess potentially changing conditions. If conditions continue to deteriorate, school would be cancelled for the day, so please continue to check our school app and Facebook page throughout the morning hours.

Field Trips



The purpose of field trips is to increase learning and enhance curriculum through experiences that cannot take place in the classroom. Please remember:

- Field trips require written permission from parents/guardians.
- Children must be in a seatbelt in all vehicles excluding the bus.
- Students who are not yet nine years (unless they are 4'9") must be in a booster seat supplied by the parent. Booster seats may not be transported to school on the bus.

In the event of parent drivers, we will need a photocopy of your driver's license and current vehicle insurance. You must have a minimum of \$2,000,000 third party liability insurance on your vehicle. Parent drivers must abide by all traffic laws

Grading and Reporting



The following Reporting Codes are used for Kindergarten – Grade Seven. Student Progress Reports are issued in December, March and June. Students are assessed with respect to the curricular competencies.

Curricular Competencies

The Curricular Competencies are the skills, strategies, and processes that students develop as life-long learners. While Curricular Competencies are more subject-specific, they are connected to the Core Competencies (Communication, Creative and Critical Thinking, Personal and Social Awareness). This report is a snapshot of the student's progress to date towards personal goals, and their current performance and achievement levels based on provincial learning expectations for each grade level. As learning is a fluid process, a report card is based strictly on a snapshot of what the student has demonstrated in a particular term.

- EMERGING:** The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.
- DEVELOPING:** The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.
- PROFICIENT:** The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.
- EXTENDING:** The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

All progress reports include a brief overview of curriculum for the term, comments regarding the student's progress and development, and goals for the student. Students will complete a self-assessment of the core competencies at least twice in a school year.

Homework



For children in kindergarten to grade one, the best 'homework' is reading to your child, having them read to you, and playing games involving thinking.

All ACS Students should participate in home reading. Kindergarten to grade one students should be reading for at least 10 minutes per day at home, grades two to three for 15-20 minutes, and grades four to seven for 20-30 minutes.

Students in grades four to seven will use **homework/school agenda books** in order to help the student and parents know what school-related work needs to be completed outside of school time. Students are expected to take care of their agenda books. Each day the homework agenda book needs to be signed by a parent, which indicates that the parent is aware of what the student needs to do to meet class/grade requirements. Forgetting agendas at school, forgetting homework at home or incomplete homework assignments may result in the student having to forfeit recess or play time to complete the necessary assignments.

"Inside Look"



The school newsletter, *"Inside Look"*, which is sent to all parents and school supporters, is generally issued once per month. It includes a glimpse into what's been happening at school and some key information regarding upcoming school events.

Library



Your child comes to the school library on a regular basis and is allowed to take out books/magazines on loan for a period of 1 week. Please help your child remember to return their library books on their library day.

Lost & Found



Often children forget articles of clothing or lose items at school. Lost and found articles are placed by the side entrance. Please check our lost and found area periodically for missing items.

Lunch Routines



Students eat lunch, with supervision, in the classroom from 12:00 – 12:15. Please provide your child with a nutritious and well-balanced meal. For safety reasons, microwaves will not be available in our K-3 classrooms. Microwave use in the 4-7 classrooms will be up to the teacher's discretion. Older students will not be allowed to heat meals for younger siblings.

Optional hot lunches may occur through the year and will be available by pre-ordering through Munch-a-lunch. Notice of these dates will be sent home via the app and our parent facebook group.

Medication, Safety and Abuse Issues



School staff will not administer any medication to students unless it has been sent with clear instructions. The completion of a medical form is needed for ACS staff to give medication. We reserve the right to decline administration of medication that requires specialized skills or carries a potential risk to a student.

The entire ACS property is a smoke-free area at all times.

Water sample reports are available in the office should you desire to see them.

Child abuse and neglect are serious problems that can have a prolonged impact on individuals. School personnel at Agassiz Christian School are legally bound to report suspected child abuse and neglect. We will respond promptly to incidents of child abuse and neglect. We will promote the awareness and prevention of abuse and neglect in our school community.

“My Agassiz Christian” App



Our school’s mobile app provides you with a single place to find everything to do with the school, classes, calendars and extra-curricular activities. It’s the digital replacement for paper notices. Notifications can be received via your preference of push notification, text message, or email. Please contact the school for more information.

Nit-free Policy



Head lice can be an ongoing problem, but it is not a major public health concern. If head lice are discovered on a child during the school day, the child will be permitted to stay at school for the remainder of the day. The child’s parents will be notified and expected to complete a course of treatment. Information regarding head lice will be sent home to all parents in the class.

Parent-Teacher Conferences & Home-School Communication



Parent-teacher conferences are scheduled in October and student-led conferences are held in April. In the second and third reporting periods parent-teacher conferences may be scheduled if teachers or parents deem it necessary.

If a teacher has concerns about a student at any time during the school year, parents will be notified and informed. Parents are requested to inform the teacher or principal of concerns regarding their child whether it be home-related or school-related.

Parking



- Enter the parking lot via Tower Road.
- Exit the parking lot via the first left hand turn onto Morrow Road.
- Children are not permitted to walk down the center of the parking lot. They must access vehicles via the walkway along the fence, or by using the crosswalk projecting from the corner of the school building and proceeding down the sidewalk along the road to their vehicle.
- Only the bus has permission to drive across the area in front of the school.
- The few stalls near the hockey court are for handicapped parking and staff members.

Physical Education



Daily P.E. is scheduled for all classes. Physical education is an important component of the school program as it enhances learning and enables fitness and physical development.

A t-shirt is required for all P.E. classes in grades four to seven. Indoor athletic-type shoes are required for all students.

Two times in the school year (usually in the new year) the whole school (K-7) goes skating together. Helmets are compulsory for students on the ice. Wearing mittens or gloves and warm clothing are encouraged.

The grades K-three classes take swimming instruction at the Fernie Coombe pool in June as part of the P.E. curriculum.

All grade four to seven students are expected to participate in track & field training in the spring and will enter events in a Christian School Track and Field event. Grade four to seven students will also participate in the Fraser-Cascade District Track Meet.

Playing locally, upper elementary students may participate as teams in volleyball, soccer, basketball and track and field.

Play Areas



The playground area and the playing fields are accessible to all students in kindergarten to grade seven most of the time. At times, the playing fields and the playground area may be designated for specific grades, or sporting events.

Communication & Conflict



There are times when problems may arise within our school community. Our community is not free from sin and, as such, all complaints or grievances must be dealt with in a Christ-like and loving manner, so as to build our community. The basis for our policy is found in Matthew 18:15-17.

1. All complaints must be directed initially to the teacher or parent involved, in a manner of open dialogue with the intention of resolving the problem.
2. If healing does not occur due to tension, lack of communication, etc. the principal shall be notified and both parties shall meet with the principal in an effort to restore a healthy situation.
3. If resolution is not achieved, the complaint or grievance can be brought to the ACS school board. After attempting further resolution, the board shall render a final decision which will bring about as much healing as possible and be best for the entire school community.
4. The SCSBC has an established procedure for Mediation and Arbitration, which may be accessed by the parties involved if necessary.
5. If any complaints or grievances proceed beyond # 1, descriptions of the issues, all actions, and contacts should be recorded in writing.

Boundaries for Adults to Observe:

1. **Respect:** Ask permission to speak about a concern with one another. At that time, an appropriate time and place may be arranged.
2. **Honour:** While it is important to address concerns, please also highlight an equivalent number of positive attributes of the person to whom you are speaking.
3. **Thoughtful Response:** If you desire to keep a record of items discussed, please do so in written form and request the same from the person with whom you are communicating. Recording a conversation electronically is not permitted.

Procedure for Students to Stay Indoors



The school policy is that all children go outdoors at recess and after lunch. If a child is too ill to go outside, then he/she should likely be at home. If there are unusual circumstances that necessitate staying indoors, please discuss the matter with the classroom teacher or write a note to the teacher.

Students will be going outside in many types of weather, for recess and outdoor learning, and are expected to dress appropriately for all types of weather.

Recycling



Agassiz Christian School tries to be stewardly in its use of paper and supplies. As much as we can, we reuse paper if possible. What is not reused is recycled through collection boxes in classrooms and brought to the recycling depot. Please encourage your child to use school resources wisely and to use reusable containers for lunches.

School Day Schedule



8:15	First Bell	12:00	Lunch
8:20	Classes Begin	12:15	Lunch Recess
10:10	Recess Begins	12:50	Classes Begin
10:25	Recess Ends	2:40	School ends

School Office Hours



The school office is open from 8:00 a.m. to 3:00 p.m. The best times to contact staff members are before school or after school. Email is an excellent way to start a conversation.

School Photos



Each fall a professional photographer comes in to the school to take individual and class photos as well as a school panorama photo. Each child receives a class photo at no charge, while individual student photos are available for purchase. Family packages are available for families with more than two children in ACS and UCS.

Student Transportation Arrangements



If your children will be using an “out of the normal” mode of transportation after school (i.e. not taking the bus, when they normally do), please inform the child’s teacher via their “Home-to-School” book or by email before noon. If the teacher does not receive communication directly from the parents/guardians, they will ensure the “normal mode of transportation” is in place regardless of what the student may be saying. Students are not always clear on transportation details.

Supervision



Teacher/adult outdoor supervision is provided before school from 7:55 a.m. to 8:15 a.m., at recess from 10:10 a.m. to 10:25 a.m., at lunch from 12:15 p.m. to 12:45 p.m. and after school from 2:40 p.m. to 2:55 p.m. During inclement weather, students are supervised in their classrooms and/or in the gym. When entering the building, students are expected to take off their outdoor shoes (on the mats) before walking down the halls. Should an accident occur, supervisors at the time will complete an "Accident Report form" after treating a student.

Fire and earthquake drills are held throughout the school year.

Telephone Use by Students



Students generally are not allowed to use the telephone and must have permission to do so. Please have your child make after-school arrangements with friends before school, from home.