

# ***PARENT HANDBOOK***

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***A Heart for God***

***A Mind for Truth***

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(Kindergarten - Grade 6)

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(Grade 7 - 12)

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2008-2009

## VCS PARENT HANDBOOK 2008-2009

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## **A. INTRODUCTION**

Welcome to Vernon Christian School. The school is inter-denominational, founded on evangelical Christian beliefs, and focused on providing a wholesome Christian education for grades Kindergarten to 12.

The purpose of this handbook is to acquaint parents and students with our vision, our educational philosophy and our principles of operation. If you read the following pages carefully, many of your questions will be answered and many difficulties avoided. For any further information, please contact our school office, and we will do all we can to assist you.

## **B. BRIEF HISTORY OF VCS**

In 1974 a number of Christian families in the Vernon area were led to act upon the vision given to them by God for a complete K – 12 Christian Education for their children.

Believing God gives parents the responsibility for educating their children, these parents formed the Vernon Christian School Society. Its objective was to establish a Christian Day School in Vernon to serve as an educational arm of the Christian home. The vision became a reality in 1977 when Vernon Christian School first opened its doors at its present location. Ten years later the school had grown to a student population of 116 students. In 1989 the first Kindergarten was offered at VCS. As the student population grew so did the need for expanding the facilities. The 1994/1995 school year was celebrated with the opening of a new gymnasium, and in September 1997 the new concept of a Middle High School was introduced for Grades 7, 8 and 9. With the opening of our new Middle High School Building in 2004, we looked forward to seeing the completion of that vision which started so many years ago!

## **C. AFFILIATION**

Vernon Christian School is associated with the Society of Christian Schools in B.C. and with Christian Schools International. Our representation to government and society is through the Federation of Independent School Associations.

## **D. EDUCATIONAL PHILOSOPHY**

The educational philosophy of Vernon Christian School is based on a God-centered view of man and truth as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man who was made in God's image, different in kind from

all other creatures, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, he cannot, in this condition, know or honor God in his life. He can do this only by being born again to do God's will.

The authority for education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, the Christian School, along with the Church, becomes a partner in this education. From this philosophy stem the following principles:

**a. The Bible**

That God by His Holy Word: reveals Himself and also renews man's understanding of God, of man himself, of his fellow man and of the world; directs man in those relationships including directing parents in the education of their children.

**b. Creation**

That God created the world, and that in their education children must learn that the world, its development and history, can be understood only through its relationship to the Triune God who by His providence upholds all things.

**c. Life**

That life in its entirety is service to God. We either obey or disobey Him. Education too, must be carried out in obedience to God.

**d. Sin**

That sin alienates us from God, our fellow man, our world, the meaning and purpose of life and the wisdom God gives us to educate our children.

**e. Jesus Christ**

That Jesus Christ our Savior and Lord, by renewing our hearts through the power of His Spirit makes it possible for us to view the world correctly. Jesus Christ is the Redeemer of man and life and in Him only are we able to rediscover the true meaning of life.

**f. School**

That the purpose of Christian schools is to educate children for a life of obedience to Christ and to walk as image bearers and stewards of His creation.

**g. Parents**

That the primary responsibility for the education of children rests with the parents, to whom God has entrusted them. Parents may not revoke that responsibility and give it over to the state, but seek to

entrust their child's education to Vernon Christian School whose vision is to train a child with *A HEART OF GOD AND A MIND FOR THE TRUTH*.

#### **h. Teachers**

That Christian teachers giving instruction in Christian Day Schools in cooperation with parents, are responsible to God to give Christian leadership in all aspects of the curriculum and also to give example by their personal conduct.

#### **i. Educational Freedom**

That Christian Schools organized and administered in accordance with lawful standards and requirements as set by the Department of Education of the Province of British Columbia, should be fully recognized in society as free to function according to their principles.

### **E. IMPLEMENTATION OF EDUCATIONAL PHILOSOPHY**

The philosophy of the Vernon Christian School is embodied in the school's mission statement. It is founded on God as creator and Jesus as redeemer while at the same time defining the role of the school as educators and enablers of children. The philosophy is implemented through the curriculum with the cooperation of the staff, parents, Vernon Christian School Society, the School Board and Education Committee.

#### **1. Bible Studies, Devotionals, Chapels**

These are an integral part of the educational philosophy of Vernon Christian School. Daily devotions give teachers and students a chance to tell one another of God's faithfulness to them in their own lives and to bring all things to Him in prayer. Study of God's word in the Bible is the cornerstone of Christian Education and helps remind students that all true knowledge is and must be Biblically founded. Chapels give the school community a time to celebrate and share God's goodness in a corporate setting.

#### **2. Curriculum**

Vernon Christian School follows the curriculum guidelines of the Society of Christian Schools in BC. The newly written "Integrated Resource Packages" by the Ministry of Education of BC are being adhered to in as far as they agree with the schools educational philosophy. Materials from Christian School International and other Christian publishers are also used to supplement areas of study. God's Word is applied to all areas of study.

The primary years from Kindergarten to Grade 3 welcome children into our community of learners at VCS. They are the foundational years for nurturing an attitude of wonder and delight in learning and for

experiencing success in acquiring basic skills. Our curriculum includes prayer and study of Bible stories, music and art, enjoying and reading literature, phonics and spelling, writing and drama, beginning to speak and understand French, PE and intramurals, science and social studies, math, multi-age special themes, and resource-based learning which integrates classroom study with library skills. Learning is structured so as to have a balance of direct instruction, meaningful practice, exploration of materials and ideas, and opportunities to praise God, share, cooperate and serve others. Parents are welcome and involved in primary classrooms.

Grades 4, 5 and 6 are the intermediate years of the elementary school program. During this time, learning shifts from the acquisition of "basic skills" to applying those skills to learning in all subject areas at a higher level of thinking. More cooperative group work and the introduction of percentages for report cards are two big changes for students.

Vernon Christian Middle High School program is comprised of students in Grade 7 - 12. The middle years curriculum is foundationally Christian, presented from a Christian perspective, and follows the BC Ministry of Education guidelines. Students also participate in Exploratories in the Middle School years and Electives in the High School years. Evaluation is continuous and formal reporting to parents occurs three times during the academic year.

At Vernon Christian Middle High School the curriculum has been expanded to include unique learning opportunities that go beyond BC ministry of Education requirements. We plan to include outdoor exploration trip of BC history, computer projects in every core subject and locally developed applied skills courses.

One of the most important components of the curriculum offered by Vernon Christian School is its focus on service. Students from Kindergarten to Grade 12 are given opportunities to serve in a manner that is appropriate to their grade level. For example, grade one students have raised funds to purchase farm animals, personal belongings, and food for underprivileged people in developing countries. Our school has also supported the Operation Christmas Child program. The High School students have served hot lunch to Vernon's homeless and poor. Our service program includes a Grade 9 mission trip to Mexico in March. Along with the Grade 9 mission trip to Mexico, the grade 11 and 12 students are given the opportunity to be involved in a mission trip to Belize that takes place every year during spring break. Students are responsible for their own fundraising and willingly give up most of their spring break to be of service to others. A secondary school teacher will work closely with the students as they plan and prepare for the trip.

### **3. Independent School Government**

#### **a. Introduction**

Vernon Christian School operates in accordance with the lawful requirements set by the Ministry of Education of British Columbia and is independent from the local school district. **As an independent parent run school, VCS requires a high level of parental involvement in the school's operation.**

#### **b. Community Standards**

The Vernon Christian School Society functions as a Christian community and all administrators, teachers, staff, board and committee members are called to promote and advance the vision of Vernon Christian School. In order to do so all administrators, teachers, staff, board and committee members are expected to adhere to the standards of conduct, which the Society holds for itself.

See Appendix B.

#### **c. Society**

The objective of the Vernon Christian School Society is to operate a Christian Day School in accordance with the educational philosophy. The Society is a non-profit, charitable organization made up of friends, supporters and parents of Vernon Christian School. Society meetings are held a minimum of twice a year, usually in June and November.

Membership in the Society is open to all who agree with the philosophical basis, purpose and character of Vernon Christian School, as outlined in the Constitution and By-Laws.

**Society members are expected to make every effort to attend the Society meetings.**

#### **d. School Board**

Members of the Society are elected to the School Board in the fall and at the Annual General Meeting of the Society in June. Duties of Board members include:

- 1) The appointing, discharging and payment of teachers and the principal.
- 2) The supervision of all monies and the setting of the annual budget.

- 3) Determining the religious and academic curriculum in conjunction with the principal.
- 4) Supervising adherence to the requirements of the Ministry of Education of BC.
- 5) Appointing members to the various committees.

**e. Committees**

- 1) The duties of the **Education Committee** include:
  - a) To keep itself informed about the Christian academic quality and character of the instruction given.
  - b) To consider all matters relating to the educational program and make recommendations to the Board.
  - c) To interview possible teachers and recommend some to the Board.
- 2) The duties of the **Finance Committee** include:
  - a) To supervise the bookkeeping and monitor expenses and income compared to the annual budget.
  - b) To make recommendations to the Board regarding the annual budget.
- 3) The duties of the **Capital Development Committee** include:
  - a) To recommend to the Board and carry out promotional and fundraising initiatives.
- 4) The duties of the **Building Committee** include:
  - a) To provide the Board advice about the schools long and short term needs.
  - b) To suggest specific strategies and solutions to the above needs.
  - c) To oversee expansion activities when called upon to do so.

- 5) The duties of the **Community Relations Committee** include:
  - a) Develop promotional materials for use in the society to past supporters and alumni of the school and to all interested in Christian Education in the Vernon area.
  - b) Publicize special activities hosted by the school or society.
  - c) To assist the Board in maintaining positive public relations with the community, School District #22 and community of Vernon and area.
  
- 6) The duties of the **Transportation Committee** include:
  - a) Alerting parents to the transportation options available to them in the Vernon area.
  - b) To pursue further transportation alternatives for parents in the Vernon Christian School Society.
  
- 7) The duties of the **Maintenance Committee** include:
  - a) To keep itself informed about the state of the school property.
  - b) To make recommendations to the Board regarding maintenance, repairs and adequacy of the buildings and school grounds.
  - c) To advise the Board in all matters regarding the custodian.
  
- 8) The duties of the **Employment Relations Committee** include:
  - a) To develop and foster a positive work environment for employees at Vernon Christian School.
  - b) To make suggestions to the Board and staff regarding policies which relate to working conditions, salary, professional development and teacher qualifications.

- 9) The duties of the **Auxiliary Committee** include:
  - a) Fundraising for the specific purpose of supplying students with 'the little extras' that are not part of the yearly budget.
  - b) School awareness and helping with the overall school relations.
  - d) Providing a monthly hot lunch program

#### **4. Staffing**

The School Board in consultation with the Education Committee and the principal have the exclusive prerogative of selecting teachers for the educational staff. Appointments are made using the following criteria:

- a. Each appointee must be sincerely committed to Jesus Christ as Lord and Savior of their life.
- b. Each appointee must make an affirmation of the philosophy of the school and agree to support the objectives of Christian education in Vernon Christian School.
- c. Each appointee must hold a valid British Columbia Teaching Certificate.

#### **5. Administration**

The **Principal, Vice-principal or Administrative Team** are directly responsible to the School Board. Their duties include:

- a. To ensure that the educational philosophy is implemented in the daily instruction.
- b. To ensure that the requirements of the Ministry of Education of BC are met.
- c. To respond to parent's concerns regarding the education of their children.

The **Development Administrator** is directly responsible to the School Board. The duties include:

- a. To promote and execute the vision of the school.

- b. To develop and foster a relationship with society members, corporate donors and others within the Christian community.
- c. To plan for and execute different fundraising, promotional, and information initiatives within the school and larger community.
- d. To respond to parent's comments and concerns with respect to Public Relations, Fundraising and General information as required.

The **Business Administrator** is directly responsible to the School Board and the Finance Committee. The duties include:

- a. Maintain all financial records in relation to the day to day operation of the school including tuition payments, accounts payable, payroll, Government grant information and receipting.
- b. Develop annual budget in consultation with the Finance committee and the administration.

## **6. Procedural Fairness**

In our attempt to achieve procedural fairness in the policies and procedures we have implemented, the school has used the general statement of principles as presented in the Federation of Independent Schools Association document, *Procedural Fairness Best Practice Guidelines for Independent Schools*.

## **7. Parents**

The primary responsibility for the education of children rests with the parents. Part of the academic and spiritual instruction is delegated to the teachers by the parents during the time the children attend school. The teachers are responsible to the parents and to God to give Christian leadership in all aspects of school life. A healthy relationship between teachers and parents is vital to ensure the success of a Christian education.

Parents are encouraged and welcome to visit the school and their children's classroom often. The parent - teacher relationship is further strengthened by parents volunteering their help for the various events and activities the teacher has planned.

## **8. Church**

Church - Home - School function harmoniously together to provide for a Christian education. Families are encouraged to be actively involved in a church of their choice. Churches should view the Christian School as an extension of their ministry. Parents that volunteer as a School to Church liaison are very beneficial in supporting healthy communication.

## **F. ACADEMIC POLICIES**

### **1. Report Cards**

Each child is a unique individual. Therefore, the evaluation of the child is reflected through both the personalized teacher comments and the student's marks. The academic grades and skill lists are provided to make parents aware of their child's strengths and weaknesses. It must be recognized that the report card does not present a complete picture of the student's progress.

Report cards are issued three times per year, in mid December, in early March and at the end of June. The reporting/grading system is a combination of percentages and teacher comments. A pass consists of a final mark of 50% or higher. In a borderline case, the teacher will consider the student's ability or potential, attitude and/or effort, his/her physical or emotional development, and marks in the full range of subjects.

All evaluations of students are written to indicate learning progress and to encourage further academic growth.

Reports given at primary levels (K - 3) will be written and will not include percentage grades. In these early years, children are at many different stages of development. They learn at different rates and in different ways according to their abilities, interests and opportunities. We know that it is not beneficial to make comparisons between children, so care is taken to evaluate each child in terms of what he/she can do.

A careful effort is made to evaluate each student as the year progresses. The staff will inform parents immediately upon becoming aware of actual or anticipated difficulties. It is expected that there will be complete cooperation between teachers and parents in their mutual efforts to help the student overcome the difficulties, and to help the student achieve academic success.

## **2. Homework**

### **a. Grades 1 - 3**

Homework will be mainly assigned to make up for work missed, or to help individual students strengthen skills. The workload is normally gauged so that the average child will be able to complete assignments during regular school hours. We do encourage parental cooperation to supervise assigned homework, such as, memory work, reading practice, etc.

### **b. Grades 4 - 6: Intermediate**

At this level, good study habits and an increasing amount of responsibility will be developed. Parents are encouraged to take an active interest in the various accomplishments of their children. Praise as well as criticism is necessary for a child's emotional development. Please help children schedule their homework time. We feel school work should be a priority. If homework cannot be completed, parents are asked to send a note of explanation to the teacher. Unfinished or late homework assignments will result in after school detentions and potentially, lower grades. Cursive writing is required on all hand written work (not printing) unless the teacher makes an exception to meet a student's needs. All writing should be legible and neat.

### **c. Grades 7 - 12: Middle High School**

It must first and foremost be remembered that homework is an obligation and not an option for Middle High School students. It is expected that homework will be completed neatly and handed in on time. All assignments must be either typed or handwritten. Late assignments are not accepted. This will result in "0" for that assignment resulting in a lower overall grade. It is the goal of the school to teach positive attitudes towards homework and a good work ethic, as both are important for achieving academic success.

## **3. Student Recognition and Awards**

Formal awards for Middle High School and Intermediate students are given for Academic Achievement, Athletics, Citizenship and Most Improved Student. Teachers meet in early June to make decisions regarding the recipients of the above awards. The awards are presented at the final chapel of the year.

We believe that God desires everyone to accept responsibility for the development of their gifts and that goes for our students also. The

Intermediate and Middle High School will honor excellence and hard work in our students in the following way:

**Intermediate:**

Honor Roll / Work Ethic A minimum of 3 “A”s and 2 “B”s in the core subjects of Bible, English, Unit Studies, Math, French plus 6 or more “G”s or better”. No “N”s.

Work Ethic 6 or more “G”s or better”. No “N”s.

Honor Roll A minimum of 3 “A”s and 2 “B”s in the core subjects of Bible, English, Unit Studies, Math, French. No “N”s.

Principal’s Award Outstanding achievement in any area as suggested by the staff in consultation with the Administrative Team.

**Middle High School:**

Honor Roll / Work Ethic A minimum of 3 “A”s and 3 “B”s in the core subjects of Bible, English, Social Studies, Math, Science, French plus 6 or more “G”s or better”. No “N”s.

Work Ethic 6 or more “G”s or better”. No “N”s.

Honor Roll A minimum of 3 “A”s and 3 “B”s in the core subjects of Bible, English, Social Studies, Math, Science, French. No “N”s.

Principal’s Award Outstanding achievement in any area as suggested by the staff in consultation with the Administrative Team.

Students obtaining the above recognition will receive a stamp on their report cards and have their names published in the school newsletter. Students who maintain a recognition standing for three terms will receive a certificate of merit in June. It is important to acknowledge excellence in effort and achievement by students, it tells students that their labors have not gone unnoticed and it encourages them to give their best effort in the future.

## **G. DISCIPLINE POLICIES**

### **1. Introduction**

The Administration and Teachers of Vernon Christian School, in cooperation with the parents, shall create a positive learning environment through consistent discipline. All parents are required to read, and encourage their children to adhere to the school's ***Standards of Conduct***. Parents and Students in Grades 4 – 12 are required to sign the Consent Form showing their understanding and agreement to the ***Standards of Conduct***. Corporal punishment is not acceptable at the school. Discipline of a student will normally be in the form of additional work or chores, detentions or suspensions.

### **2. School Discipline Policy**

Student disciplinary concerns are generally dealt with at the classroom level. Teachers will be sensitive to student differences and will notify parents, seeking their involvement early if necessary. If, however, a major disciplinary infraction or a series of minor infractions typifying a belligerent attitude occurs, the student will be sent to the Principal's office. When this happens the following procedures will followed:

- a. On the first offense, a warning will be issued and the parents will be notified by a phone call. The student will be informed that he has moved to a different level of discipline.
- b. On the second offense, students will receive another warning and parents will be notified by a letter. The student will be informed that the next offense will result in an in-school suspension.
- c. On the third offense, an in-school suspension will be administered. Parents will again be informed by letter and the incident will be reported to the Education Committee. An in-school suspension will be served in the Teacher Workroom. Homeroom Teacher provides work for student. Student has no contact with other students. Student is under direct supervision of the Principal.
- d. Continued inappropriate responses to the school's Standards of Conduct will result in an out-of-school suspension, a meeting with the Education Committee and possible expulsion.

### **3. Standards of Conduct**

At Vernon Christian School we are committed to walk faithfully with our God and to work together as a community to reflect His light in the

world. It is therefore an essential part of the education at Vernon Christian School to teach our students to live a life honoring to God by exercising good manners and correcting undesirable behavior.

See Appendix C for full Standards of Conduct Policy.

#### **4. Bullying and Harassment**

Bullying is when someone uses his/her power to hurt or scare others. It does not mean those casual occurrences in the corridor, or the sudden flare-ups that may occasionally occur. Bullying is about a planned assault, be it verbal, physical, psychological, sexual or emotional upon another person. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. It may be done through actions and words including:

- Direct physical contact such as hitting or shoving
- Verbal assaults such as teasing or name-calling
- Socially isolating or manipulating a student

Harassment refers to behavior, gestures, comments or displayed materials of a seriously racial, religious, gender based or personal matter that is intended to create a hostile or offensive environment for another person or persons.

Harassment and bullying are contrary to the schools Standards of Conduct and will not be tolerated at VCS. Staff, students and parents are strongly urged to report all incidents to the school administration.

#### **Appeals Procedures:**

Parents may appeal the decision of the school regarding discipline matters at any stage of the proceedings. Parents must first go to the person directly involved before moving up the normal levels of authority as follows:

- a) Teacher
- b) Principal
- c) Education Committee
- d) Board

The final level of appeal is the Discipline Committee made up of the Principal, 1 Teacher and 1 Education Committee member and 2 parents.

## **H. ATTENDANCE AND PUNCTUALITY**

### **1. Attendance**

Regular attendance is an important ingredient for successful performance in school achievement. Students are expected to attend school regularly, except when sick or as a result of other unavoidable causes. Prolonged and/or frequent absence usually affects school achievement negatively in addition to creating extra work for students and teachers. Attendance is important to the School Board because grants assigned to the school by the Ministry of Education are based on daily attendance.

### **2. Late**

It is also important to be on time for school each day and to be properly prepared with the appropriate materials. Punctuality is valued at Vernon Christian School therefore students who are late 5 times in one term will be issued a detention. Parents will be notified when their child has been late 5 times.

## **I. COMMUNICATION BETWEEN SCHOOL AND PARENTS**

### **1. VCS Website**

Our main vehicle for communicating with parents will be the school website. You will notice there are separate Elementary and Secondary Campus pages that can be accessed from the main page. The calendar on the website lists important dates and information regarding events current and upcoming that concern the school and community. It includes information from Administration and the Board. Information on the website is updated on a regular basis.

### **2. Email**

School offices, Administration, Board, and Teachers use email to connect directly with parents. From a parents perspective it is a great way to get in touch with the above whose email addresses are on the website.

### **3. Reader Board**

The reader board is strategically located on the top southeast corner of the secondary campus building. Please take time to read it regularly.

#### **4. Parents - Teacher Interaction**

Parents are encouraged to call the school for information or to arrange an interview. Parents dissatisfied with any specific happening are asked to speak first with the Teacher involved, then contact the Principal if an agreement cannot be reached with the Teacher. Parents are encouraged to discuss any general concern, observation or suggestion for improvement at any time. We also appreciate hearing your positive comments.

Teachers are concerned for the well being of each student. Students are encouraged to discuss matters of concern with their Teachers. Your Principal is always happy to listen and help as well. As staff are not always aware of all student problems, please feel free to approach us.

Contact with parents regarding their children's progress and performance is an important part of our program. Apart from formal reports, Teachers communicate with parents verbally, e.g. Phone calls and interviews.

#### **5. Parents - School Board Interaction**

The School Board meets monthly and informs the parents about its meeting on the website. The Society Meetings keep parents informed about the direction of the school and provide opportunity for input from the society members. Individual Board members attempt to keep in contact with parents and are open to discuss any matters concerning the school. At the beginning of the school year, the Board in consultation with the Development Office will offer an Orientation Seminar for all parents to inform them about the vision and operation of the school.

### **J. PARENT VOLUNTEERS**

The school depends on involvement and prayer of its parents in the following areas:

#### **1. Gifts**

Vernon Christian School is a faith operation. Tuition, Government Grants and fees do not cover the total cost of education for the students. Gifts from parents and friends of the school are income tax deductible, and greatly enhance the school program.

## **2. Work Bees**

From time to time, "work bees" will be called to carry out projects on the school buildings and grounds that are impossible in the regular schedule. Parents who have trade skills may be asked to help with special jobs during the year. Work bees are also a great opportunity to meet other parents and further strengthen the relationships built here at VCS.

## **3. School Board and Committees**

Each year a number of committees are formed to promote various programs. These volunteers are vital to the operation of VCS. As the need arises, parents will be requested to offer assistance.

## **4. In The Classroom**

Each Teacher is encouraged to have a Parent-Volunteer Coordinator to help the Teacher organize various programs in the classroom. Cooperation of parents when asked is much appreciated.

## **5. VCS Auxiliary**

This school support group sponsors events and activities that serve to further promote and grow community spirit. Some of the events include an annual gift wrap fundraiser, monthly hot lunch days and community BBQ's.

## **6. Volunteer Data Base**

Each year the school sends out a volunteer questionnaire for parents to fill out. The purpose of the questionnaire is to compile a database for the school to access volunteers whose assistance can give support and in some cases save money on maintenance and repair costs.

## **K. SCHOOL LIBRARY**

The Library Center plays an important role in the lives of students, teachers, parents and society members. Books are carefully chosen to support the philosophy and educational program of the school. Resources for adults, especially for parents, are also available.

The Teacher-Librarian requests all students, staff and parents to adhere to the following regulations:

1. The Library is primarily a place to enjoy reading, study and research.

2. Books must be checked out by the Teacher–Librarian, Library-Technician or, volunteer.
3. Please respect the due date.
4. Books being returned must be dropped in the return slot and not returned directly to the shelves.
5. Treat magazines with care and return them to the magazine holder above the drop-in box. Do not remove pages or pictures from any books or magazines.
6. No food or drink is allowed in the Library at any time and the room is to be left neat and orderly.
7. The Library is to be used at the designated times or under the control of a Teacher.

Each class is assigned Library periods when books may be checked out or returned. Students with overdue books may not sign out another book from the Library until the overdue book is returned. Books, which are lost or badly damaged, must be replaced by the student who had the book in their possession. Report cards are not issued until all books are returned or replaced. Parents and Society members are welcome to use Library resources.

Request to Review a Book - see Appendix D

## **L. GENERAL INFORMATION**

### **1. Fire Earthquake Drills**

Classes will be oriented to the emergency procedures of the school at the beginning of the year. Students are to treat Earthquake drills, Fire drills and other emergency procedure practices with seriousness and respect.

### **2. Lost and Found**

Students are encouraged to take personal belongings home every day. All items left behind are removed from the classrooms, bathrooms and hallways each day and placed in the lost and found box. Articles not claimed will be handed over to the Upper Room Mission.

### **3. Inclement Weather**

The teachers will decide when the weather conditions are severe enough for students to stay inside during recess, noon hour or prior to

opening of school. If a child has to stay inside for health reasons, a note from the parent is needed. If a child will be staying inside for an extended period of time, a doctor's certificate is required.

#### **4. Visitors**

Parents and others are encouraged to visit our school. However, common courtesy requires that prior arrangements be made with the Teacher or Principal. Please sign in at the office.

#### **5. First Aid and Accident Procedure**

If an accident is serious, the child will be brought to the first aid person in the school. The homeroom teacher will then fill out an Accident Report Form, call parents at their discretion and photocopy the Accident Report Form to send home with the child.

#### **6. Health Information**

The Public Health Nurse visits the school regularly during the school year and is available for consultation when necessary. Before enrolling your child in Kindergarten be sure to contact the health nurse at the Health Unit to ensure that your child has the proper immunizations. The school has information regarding communicable diseases such as Chicken Pox or Mumps, their Incubation periods and how long they should be excluded from school. Please ask at the office if you require this information.

Kindergarten students receive Hearing, Vision and Dental screening and other students will be considered on request. All grade 6 students receive Hepatitis B shots, and Grade 9 students receive a Diphtheria/Tetanus Booster shot, with the permission of their parents.

Students required to take regular medication must leave the medication, carefully labeled, with the homeroom Teacher or Office. A Request for Administration of Medication at School Form must be filled out by the parent, Physician and signed by our Public Health Nurse and Teacher responsible for administering the medication. **If there are any changes to the amount or type of medication, a parent signature is required to verify the change.** This form is available upon request at the School Office. Basic first aid supplies are kept at school, however **the school will not supply any medication to students.**

#### **7. Textbooks**

Class texts will be provided for all classes. Students must remember they are responsible for all books issued to them. Defacing the covers of books in any way is actively discouraged. Teachers will regularly

check books and notes to see that they are being kept in an adequate manner.

## **8. Field Trips**

Field trips are taken periodically in conjunction with different classes. A Consent Form is sent home for each field trip for parents/guardians to sign and return to the school. Advance notice with pertinent information is sent home with the student regarding a particular field trip. A small charge may be assessed for transportation or for admission. Parents may be asked to help supervise or drive on field trips. All drivers are required to have Two Million in liability insurance and submit a copy of the insurance coverage to the office. It is emphasized that the rules of the school regarding conduct and dress are applicable to field trips.

## **9. Insurance**

The school carries an accident policy covering students during the school day and school trips. Details of coverage are available from the school office.

## **10. Internet Use**

The incredible resources of the Internet are provided so that students may utilize it as a research tool to enhance their educational experience while at VCS. To ensure proper respect and instill accountability all students from grades 4 to 12 are asked to sign the Consent Form indicating their agreement and support of the guidelines indicated in the Internet Use Policy Agreement Contract. Students who do not sign the agreement will forfeit their Internet privileges. Students disregarding the guidelines may lose their Internet privileges and face additional disciplinary measures as well.

See Appendix E.

## **11. Supervision**

The school offers supervision before and after school and during recess and lunch hour. During the day, there is a teacher on supervision for the morning recess, and a teacher and parent on duty during the lunch hour. Morning supervision begins at 8:00 a.m. and goes until school starts. A teacher or parent will be on duty at this time. After school supervision goes from the end of the school day until 3:30 p.m. A teacher and a parent will be providing supervision at that time. During supervision times, the school will be responsible for students in the building and/or on the playground. Other than scheduled extra curricular activities that extend beyond these times, parents will be responsible for their children. Keeping this in mind,

please do not drop your children off before the supervision begins in the morning or pick them up after 3:30 p.m.

For Middle High School, the same supervision coverage is available for mornings and after school and staff is responsible for lunch hour supervision.

## **12. Student Abuse Policy**

Our Policy is consistent with current government legislation. This is outlined in the Independent School's Protocol for Reporting Child Abuse as well as Vernon Christian School's Protocol for Reporting Child Abuse.

## **13. Student File Disclosure Procedure**

In the event that a parent wishes to have access to their child's school files, they must give the school five days advance notice.

## **14. Personal Information Privacy Act (PIPA)**

Vernon Christian School adheres to the PIPA in regards to all information collected from parents. Please visit the school office if you would like a copy of the Personal Information Privacy Act.

## **M. ADMISSIONS POLICY**

Vernon Christian School is open to people of all backgrounds. It is however, a Christian school that has its roots in evangelical Christianity and parents shall support the Christian faith and commitment. All new families interested in enrolling in the school must complete the Student Enrollment Forms and provide additional information requested on that form. New students may be approved for admission only after an interview between the parents, the principal and representative(s) of VCS. Parents must consent to support the educational philosophy, policies, Biblical principles and the Vision Statement of VCS.

As part of our admissions policy it must be noted that there are two categories of membership within Vernon Christian School. They are full membership and associate membership.

**Full Membership** is reserved for those parents who fully support, agree and adhere to ALL of the Vernon Christian School Society Constitution and Bylaws. A full member is categorized as a person who is a 'born again Christian' who regularly and faithfully attends a church and is an active part of that church. A full member is entitled to vote at all Society general

meetings, may run for and hold a position on the board of directors, sit on or chair a society committee and are encouraged to participate in all school activities.

**Associate Membership** is for parents who may or may not have made a personal decision to follow Christ or do not regularly and faithfully attend a church. They do not fully support the items as outlined in the Vernon Christian School Society Constitution and Bylaws and therefore do have some limitations placed on them. An associate member does not have a vote at any general meetings, they may not hold a position on the Board of Directors nor will they be able to 'Chair' a committee. Associate members are encouraged to sit on a committee of their choosing and be an active and integral part of the parent community here at VCS. Associate members are encouraged to participate in all school activities.

As a Christian community we encourage all associate members to seek out avenues to become full members.

Please refer to the Membership section of the Vernon Christian School Bylaws for further information.

All parents and students in grade 4 and up must signify their support with the school's Standards of Conduct by signing the Consent Form, indicating their understanding and agreement as a condition of enrollment.

New students are accepted on a trial basis until they have demonstrated right attitudes and actions. Normally, this period of time will end after the first report card. Parents will be informed should the trial period need to be extended. We realize our resources are limited. Students will only be accepted when it is felt that the school can meet their educational needs.

At the request of the parents, student(s) names will be placed on the waiting list if classes are full. Families on the waiting list will be notified whenever a vacancy arises. Parents must confirm with the school after January 1, if they wish the child(ren) to be considered for the Fall. A copy of the Admissions Policy may be obtained from the School Office.

Every year, the school evaluates each student to confirm that the goals of the school and students are compatible. Returning students and families may be interviewed and potentially declined re-admission at the discretion of the Administration and Board. A condition for re-admission of a family is that their financial obligations to VCS have been met.

## **N. TUITION FEES**

The funds needed to provide for the operation of Vernon Christian School are obtained from three main sources:

1. Donations from churches, friends, parents and family.
2. A government grant per child, which is presently 50% of the operating cost per pupil in the local school district; and
3. A tuition fee per family.

The tuition fee is set annually by the School Board and approved by the society at the Annual meeting. It is the Board's goal to offer an excellent Christian education and at the same time keep the tuition fee as reasonable as possible.

The tuition fee is due on the first of the month. Parents have the option to pay their tuition fee in advance or in 10, 11 or 12 equal monthly installments. The school accepts post-dated cheques or pre-authorized automatic bank debits.

It is expected that parents keep their tuition accounts current. If a family experiences genuine financial difficulties, we will be pleased to help and discuss alternate arrangements; however, we expect that parents inform the school before they fall behind in their financial commitment. It is expected that the school as well as the parents, maintain a good Christian witness by proper financial management and open dealings with each other.

A non-refundable registration fee is due on March 31 of each year. Payment is due from VCS families when they re-enroll and from new families when they apply for enrollment. This registration fee will be deducted from the following June tuition.

## **O. CONCLUSION**

We are not able to include every possible situation in this handbook nor are all possible situations covered by our policies. However, the school is committed to addressing all situations through the application of Christian principles. We will attempt to keep parents and students informed of all changes in this manual as well as changes made to our policies. It is our prayer that the Lord will reward our efforts to work together as a Christian community to provide our students with a good academic education, a wholesome Christian view of life, and others, and consistent encouragement to become obedient to Jesus Christ and His Word. God bless you as you join us in this task.

**APPENDIX A:**

CONSTITUTION

**AND**

**BY-LAWS**

**OF**

**VERNON CHRISTIAN SCHOOL SOCIETY**

**A Society incorporated under the  
"SOCIETY ACT"**

**CONSTITUTION**

ARTICLE 1: The name of the Society is "VERNON CHRISTIAN SCHOOL SOCIETY".

ARTICLE 2: The objects of the Society are:

- a.) To pursue the ideal of a Christian Day School in Vernon, British Columbia, to maintain the fundamental unity of the home and school throughout the course of a child's education and to maintain a high standard of education, both spiritual and intellectual.
- b.) To acquire or take by gift, devise, bequest or donation or purchase, or lease, such property both real and personal as may be necessary or appropriate for the Societies' objects, but for no other objects, including the erection of a building or buildings necessary for the Societies' objects.
- c.) To sell, manage, lease, mortgage, dispose of or otherwise deal with the property of the Society.
- d.) In all matters connected with the Society, to carry on, on a non-profit basis, and to adopt and maintain by-laws consistent with the charitable and educational purposes of the Society.

ARTICLE 3: The operations of the Society are to be chiefly carried on in the City of Vernon aforesaid.

ARTICLE 4: Vernon Christian School Society Creed:

The basis of the Vernon Christian School Society is the infallible written Word of God, known as the Old and New Testaments. On that basis we affirm the following:

- a.) **THE BIBLE:** That God by His Holy Word reveals Himself and also renews man's understanding of God, of man himself, of his fellow man and of the

- world; directs man in those relationships, including directing parents in the education of their children.
- b.) CREATION: That God created the world, and that in their education children must come to learn that the world, its development and history, can rightly be understood only in its relationship to the Triune God who by His providence upholds all things.
  - c.) LIFE: That life in its entirety is service to God. We either obey or disobey Him. Education too, must be carried out in obedience to God.
  - d.) SIN: That sin alienates man in his relationship to God, his fellow man and the world, that it distorts his view of the true meaning and purpose of life and also distorts the education of his children.
  - e.) JESUS CHRIST: That Jesus Christ our Savior and Lord, by renewing our hearts through the power of His Spirit again makes it possible for us to view the world correctly. Jesus Christ is the Redeemer of man and life and in Him only are we able to rediscover the true meaning of life.
  - f.) SCHOOL: That the purpose of Christian schools is to educate children for a life of obedience to their calling in the world as image bearers of God and to be stewards in their God-given cultural tasks.
  - g.) PARENTS: That the primary responsibility for the education of children rests with the parents, to whom God has entrusted them. Parents may not revoke that responsibility and give it over to the state, but seek to discharge this obligation by causing their children to be educated in Christian schools.
  - h.) TEACHERS: That Christian teachers giving instruction in Christian day schools in cooperation with parents, are responsible to God to give Christian leadership in all aspects of the curriculum and also to give example by their personal conduct.
  - i.) CHRISTIAN COMMUNITY: That because God's covenant embraces not only parents and children, but also the whole Christian community, it is the obligation not only of the parents, but of the whole Christian community to establish and maintain Christian schools.
  - j.) EDUCATIONAL FREEDOM: That Christian schools, organized and administered in accordance with lawful standards and requirements as set by the Department of Education of the Province of British Columbia, should be fully recognized in society as free to function according to their principles

**ARTICLE 5:** Articles 4 and 5 (four and five) are unalterable in accordance with Section 22 (1) of the Society Act.

## **BY-LAWS**

By-laws of the Vernon Christian School Society, a society formed under the provision of the Societies' Act of the Province of British Columbia.

### **ARTICLE 1: MEMBERSHIP**

- a.) Membership in the Society shall be open to all who desire children to receive an education in accordance with the requirements of the Department of Education of the Province of British Columbia with Christian Teaching and upbringing in conformity with the principles and standards of the infallible Word of God.
- b.) All members shall signify in writing that they will abide by the Constitution and By-laws of the Society.
- c.) Associate members are those who in good conscience cannot agree with any or all of the statements contained in the Constitution but have paid their membership fees. Associate members do not have voting rights.
- d.) Every member or associate member shall pay an annual membership fee of sixty dollars (\$60.00) Canadian currency. Any member who fails or neglects to pay his annual due shall automatically cease to be a member of the Society. Membership must be paid in advance. New members must pay membership fees in full thirty (30) days prior to the annual meeting.
- e.) A member remains in good standing so long as he/she complies with and agrees to Article 1 (a), (b), (d) of the By-laws.

### **ARTICLE 2: MEETINGS AND VOTING RIGHTS**

- a.) The Annual General Meeting shall be held during the month of November. A Semi-Annual Membership Meeting shall be held in June.
- b.) A notice stating the time and place and date of each meeting shall be mailed to each member at his last known address at least fourteen (14) days prior to the meeting. Twenty-five percent (25%) of the membership personally present shall constitute a quorum for the transaction of business at any General Meeting duly called, but never less than three (3) persons.
- c.) All voting shall be in person, no proxies purporting to entitle any person to vote on behalf of any member shall be allowed.
- d.) Notwithstanding anything to the contrary in Article 1 (a) of these By-laws, every individual whose annual membership is fully paid up, shall be entitled to a vote, and where husband and wife share a joint membership, this shall entitle each of them to one vote.

- e.) The Board of Directors may terminate the membership of any member if seventy-five percent (75%) of the membership at any regular meeting decides that such a member is no longer entitled to the privileges of the Society.

### ARTICLE 3: DIRECTORS AND OFFICERS

- a.) The administration of the affairs of the Society shall be vested in a Board of not less than seven (7) Directors, not more than nine (9) Directors. Two (2) Directors shall be elected at the Semi-Annual General Meeting each year except in those years when three (3) Directors are elected in one year. In those years that three (3) Directors are to be elected, two (2) Directors are to be elected at the Semi-Annual Meeting of the Society and one (1) Director at the following Annual Meeting of the Society. The term of office shall be three (3) years.
- b.) Any member who is a faithful, professing Christian shall be eligible to hold office as a Director.
- c.) Nominations for Directors shall be regularly moved and seconded by members in good standing of the Society.
- d.) The Directors shall elect a President, a vice-president, a Secretary and a Treasurer of the Society from amongst their members at the first meeting of the Board of Directors, which said meeting shall be held within 2 weeks of the General Meeting at which the said Board of Directors was elected.
- e.) It shall be the duty of the President to preside at all meetings of the Board and of the Association, and to enforce the provisions of the Constitution. The President is an ex-officio member of all committees and shall be notified of all meetings.
- f.) The vice-president shall assist the President whenever possible in the discharge of his duties. In the absence of the President, the vice-president shall take his place.
- g.) The Secretary shall:
  - i) conduct the correspondence of the Society
  - ii) issue notices of meetings of the Society and Directors
  - iii) keep minutes of all meetings of the Society and Directors
  - iv) have custody of all records and documents of the Society except those required to be kept by the Treasurer
  - v) maintain the register of members
- h.) The Treasurer shall:
  - i.) keep the financial records, including books of account, necessary to comply with the Society Act, and

- ii.) render financial statements to the Directors and members and others when required.
- i.) The members may by special resolution remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office.
- j.) In the event of any vacancy in the office of Directors for any reason whatsoever, a Special Meeting shall be called and an election held to fill the vacancy until the next General Meeting, unless the vacancy occurs within sixty (60) days of a regular meeting.
- k.) The duties of the Directors shall include:
  - (i) The appointing and discharging of teachers
  - (ii) The setting of salaries and wages
  - (iii) The setting of an annual budget and presenting the budget to the membership at the Semi-Annual Meeting for approval
  - (iv) The appointment of a Principal and determining, in conjunction with him, the curriculum, both religious and academic, to be followed
  - (v) Responsibility for the supervision of all monies for the Society
  - (vi) The appointment of an auditor/accountant to audit the books before the Annual Meeting
  - (vii) The appointment of such committees from the membership as it shall deem necessary to maintain a proper supervision of the school
  - (viii) The School's conformation to the requirements of the Department of Education of the Province of British Columbia
- l.) A majority of the Board of Directors shall constitute a quorum at all meetings of the Board.
- m.) Meetings of the Board of Directors shall be held at the discretion of the President, provided always that the Board should meet at least once every quarter.

#### ARTICLE 4: FUNDS

- a.) All funds of the Society shall be received by the Treasurer or the Secretary Treasurer and deposited by him/her in an account or accounts opened in the name of the Society with one or more of the chartered banks of Canada as shall be approved by the Board, and all disbursements shall be made by cheque.

- b.) Subject to paragraph (c), No bills or accounts shall be paid, nor any monies disbursed from any of the aforementioned accounts without the approval of the Board.
- c.) The Treasurer shall present all bills and accounts to the Finance Committee at convenient meetings, and no funds shall be disbursed for any purpose without such payment having been regularly moved and seconded at a meeting of the Finance Committee, provided however that a Director must be present at the meeting of the Finance Committee approving the payment.
- d.) Should the Secretary or Treasurer or Secretary-Treasurer be absent or unable to perform his/her duties due to incapacity or any other reason, the Board shall make the necessary appointments to fill the positions either temporarily or permanently.
- e.) The means by which the purposes and activities of the Society shall be financed are:
  - (i) Contributions by members
  - (ii) Church collections
  - (iii) Pupil tuitions
  - (iv) Gifts and donations
  - (v) Any other lawful means
- f.) Borrowing powers - The Board of Directors may, by Special Resolution, at any General Meeting of the Society, raise or borrow any sum or sums of money for the purpose of this Society either at one meeting or from time to time and at such rate of interest and in such manner or upon security as shall be specified in such resolution.

#### ARTICLE 5: INSPECTION OF DOCUMENTS

The documents, including accounting records, of the Society are available for inspection by the Directors and members of the Society during normal business hours and upon giving the Board of Directors twenty-one (21) days written notice of such intention to inspect the documents and the reasons therefore, provided always that the Board of Directors may in its sole and absolute discretion refuse a Director or member access to the documents if the reasons for such inspection appear to the Board of Directors to be not conducive to the advancement of the purpose of the Society or appear to the Board of Directors to infringe upon the rights of the members and the Directors. The Board of Directors may delegate its authority to permit inspection of documents.

#### ARTICLE 6: SIGNING AUTHORITY

- a.) The Board of Directors is hereby authorized for and in the name of the Society to draw, accept, sign and make all or any bills of exchange, promissory notes, cheques and orders for payment of money, to pay and

receive all monies and to give acquittance for the same and subject to the approval of the membership, to assign and transfer to the bank all or any stocks, bonds and other securities, from time to time to borrow money from a bank, either by overdrawing the account of the Society, or otherwise, and generally for and in the name and on behalf of the said Society to transact with the said bank any business they may deem fit.

- b.) The business as per Article 6 (a) above shall be authorized by not less than two (2) executive Directors, one of which shall be the Treasurer and the other shall be either the President or the vice-president.

#### ARTICLE 7: GENERAL MEETINGS - ORDER OF BUSINESS

- a. Scripture Reading and Prayer
- b. Calling the Roll
- c. Reading and confirming minutes of previous meeting
- d. Reading Communications
- e. Reports
- f. Election to fill vacancies
- g. Unfinished Business
- h. New Business
- i. Closing Prayer
- j. Adjournment

#### ARTICLE 8: MOTIONS

Motions may be made in writing or may be made orally from the floor and no debate shall be permitted except on a motion regularly moved and seconded. No member may speak twice on the same motion or speak longer than ten (10) minutes on any one question without leave from the President or Chairman. Questions of order arising at the meeting of the Society not provided for by the By-laws shall be decided by the Chairman, subject to an appeal to the meeting, and majority vote of the members ruling.

## ARTICLE 9: COMMITTEES

- a.) There shall be four (4) standing committees, (with Director Liaison) known as the Education Committee, the Finance Committee, the Public Relations Committee, and the Building Committee. Each Committee shall appoint from among its members a Chairman.
- b.) The Education Committee shall:
  - (i) Consider all matters relative to the educational program and policies of the school and make recommendations concerning the same to the Board of Directors.
  - (ii) Investigate the qualifications of the candidates for teaching positions and make recommendations concerning the same to the Board of Directors.
  - (iii) Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the course of study, discipline and equipment, etc., at the school and make recommendations concerning the same to the Board of Directors.
- c.) The Finance Committee shall:
  - (i) Make recommendations to the Board of Directors for a budget for each year
  - (ii) Investigate and make recommendations to the Board of Directors regarding the raising of funds for the Society
  - (iii) Make recommendations to the Board of Directors regarding the payment of tuition for children of parents who are unable to pay the required tuition.
- d.) The Public Relations Committee shall:
  - i.) Make recommendations to the Board of Directors for a program of action by means of which the cause of Christian education may be advanced and strengthened.
  - ii.) Make necessary arrangements and recommendations for carrying out such programs.
  - iii.) Work with the committees appointed from the membership of the Society whose duty it shall be to call on parents that are not members of the Society and to visit families moving into the community.
- e.) The Building Committee shall:
  - (i) Investigate and make recommendations to the Board of Directors concerning the proper care, maintenance and adequacy of the building and grounds of the school.

- (ii) Make recommendations to the Board of Directors concerning the appointment, work and salary of a custodian.
- f.) The Board of Directors may at any meeting create a committee or committees to deal with any special object or objects.

#### ARTICLE 10: PROPERTY

There shall be no sale purchase or lease of real property by the Directors without the prior approval being given at a General Meeting of the members.

#### ARTICLE 11: SEAL

A common seal shall be kept in the office of the Secretary or Secretary/Treasurer and shall not be affixed to any document unless by authority of a resolution of the Board of Directors passed at any general meeting thereof, and shall be affixed in the presence of any two (2) of the following: the President of the Board, vice-president of the Board, or the Secretary of the Board. Such signatories shall sign every instrument to which the seal of the Society is so affixed in their presence.

#### ARTICLE 12: AMENDMENTS TO THE CONSTITUTION

No additions or alterations or amendments shall be made to the Constitution except by a Special Resolution, notice of which shall be given not less than fourteen (14) days prior to the meeting at which such addition, alteration or amendment is to be considered.

#### ARTICLE 13: INTERPRETATION

The Board of Directors shall be the sole authority for the interpretation of the By-laws and of the Rules and Regulations made hereunder, and the decision of the Board upon any question of interpretation or upon any matter affecting the Society and not provided for by these By-laws, or by the Rules and Regulations made hereunder, shall be final on the members.

#### ARTICLE 14: TEACHING STAFF

- a.) The Principal and the teachers shall be appointed by the Board after consideration of their qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.
- b.) Each member of the teaching staff must give evidence that he/she agrees with the Basis, Article and Educational Creed of the Society and is committed to function in accordance with the same. They must be members of a church whose doctrine is in their teaching and must lead exemplary Christian lives.

- c.) All teachers as well as the Board shall abide by the terms of the contract entered into by the parties. The terms of the contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a teacher who proves to be unfit for the work because of the fact that the instruction given by such a teacher or his/her personal life conflicts with the basis and creed of the Society. A dismissed teacher may appeal to the Executive Board of the S.C.S.B.C.
- d.) A course of study outlining the work for each grade shall be approved by the Principal and Education Committee in collaboration with the teaching staff. After approval by the Board, such course of study shall govern all instruction in the school.
- e.) The school term shall be determined by the Board and such holidays and vacations shall be allowed as may be decided by the Board.
- f.) The Principal as the expert in all school matters shall be an advisory to the Board of Directors.
- g.) The substance of this article shall be made part of all the contracts entered into with members of the teaching staff.

#### ARTICLE 15: REMOVAL OF PUPILS

- a.) The Board has the right to refuse to keep or admit in the school any child whose parents are delinquent in their financial obligations to the Society.
- b.) The Board has the right to expel from the school any child who does not abide by the rules of the school.

#### ARTICLE 16: AMENDMENTS TO THE BY-LAWS

The By-laws may be amended by Special Resolution at any Regular Meeting of the Society, provided that two (2) weeks previous notice has been given, stating the proposed change.

#### ARTICLE 17: DISSOLUTION

In case of dissolution of the Society, the property and monies belonging to the Society as a body shall be donated after liquidation to the Federation of Independent School Associations (FISA) or to Christian Schools International (CSI) or some such Christian educational cause as may be decided by the Society at its meeting called for that purpose in agreement with the intent of this Constitution and in conformity with the laws of the Province of British Columbia in this respect.

ARTICLE 18: LIABILITY OF MEMBERS

No member of the Society shall, in his individual capacity, be personally liable for any debt or liability of the Society.

## **APPENDIX B:**

### **Vernon Christian School**

#### COMMUNITIES STANDARDS

The Vernon Christian School Society functions as a Christian community and all administrators, teachers, staff, board and committee members are called to promote and advance the vision of Vernon Christian School. In order to do so all administrators, teachers, staff, board and committee members are expected to adhere to the standards of conduct, which the Society holds for itself.

The standards of conduct of the school are found in the constitution and its other constituting documents, policies, employment contracts and various handbooks. This policy is not intended to replace those standards but to restate and to add to them.

Administrators, teachers and staff must, as a term and condition of their employment, support and adhere to the standards of conduct held by the society, wherever such requirements are found. Likewise, the board and committee members shall only hold office if they support and adhere to the same standards of conduct. As these people occupy positions of leadership within the school, these standards must be adhered to in their public and private life and in school related and non-school related activities.

#### STANDARDS AND RESPONSIBILITIES

Beyond the standards and laws by which all citizens of our country are governed, the Vernon Christian School Society recognizes the final authority of the Biblical Scriptures in all matters of Christian faith and life. The standards of conduct for Vernon Christian School are rooted in the great command of Jesus in Matthew 22:37-40 that we first "Love the Lord your God with all your heart and with all your soul and with all your mind", and second "Love your neighbour as yourself". It is these two commandments that set the ultimate standard for all conduct in the Vernon Christian School.

Administrators, teachers, staff, board and committee members show they love the Lord by submitting in all things to Christ's authority and by devoting themselves to prayer and the reading and study of scripture and through an exemplary Christian walk in speech and acts that is evident both inside and outside of Vernon Christian School.

Administrators, teachers, staff, board and committee members can demonstrate that they love their neighbours, students and all others in the school community by honouring and respecting each person as a reflection of God their Maker and motivating them to develop their unique gifts so that they may better serve others as God has called them to do. Administrators, teachers, staff, board, and committee members ought to be willing to encourage and discipline in a way that demonstrates love.

The following particular standards of conduct of Vernon Christian School Society are important non-exhaustive examples of how administrators, teachers, staff, board and committee members are to function in the school:

- active involvement in a Christian church
- commitment to uphold the covenant of heterosexual marriage
- respect for the human life in all of its stages
- refrain from sexual misconduct such as adultery, sexual relations outside of heterosexual marriage, the use of pornography or other sexually explicit material and the like
- refrain from the abuse of alcohol and drugs
- refrain from criminal activity or serious wrongdoing
- refrain from all slander, gossip and verbal abuse

The standards for employment and leadership for the Vernon Christian School Society can be found in the New Testament books of Timothy and Titus among others.

Vernon Christian Schools is a community. Allegiance to that community is demonstrated through agreement with the school's standards of conduct and through the modeling of conduct that is consistent with those standards. All people involved should understand that their high profile in the Christian community may make it expedient for them to sometimes voluntarily limit certain personal freedoms that may offend others in the community (I Cor. 10:23-24).

Vernon Christian School is a place of diversity and the potential exists for there to be differences in the school regarding whether certain conduct breaches the standards of conduct of the Vernon Christian School Society. In the case of such a difference, which remains unresolved, the board of the Vernon Christian School shall make the final determination around such a matter.

#### PROCESS

The consequences of breach will be determined on a case-by-case basis in view of the relevant circumstances. The consequences of breach may involve a letter of reprimand, suspension from duties and termination, depending on the nature and seriousness of the breach. For some single instances of breach, such as a serious sexual misconduct, immediate termination may be the consequence. In cases of less serious breach, some form of progressive discipline will be imposed. In all cases of breach, discernment will be exercised to recognize the difference between a single and deeply regretted mistake and a flagrantly disobedient lifestyle, which is not open to correction. In serious cases of breach the board may at its discretion strike an ad hoc committee whose task will be to meet with the person or persons involved. The committee must be represented by both genders and will be composed of a Pastor, board member and parent at large. This committee has no decision-making powers and will report directly to the board in an advisory capacity.

In all cases of breach, disputes pertaining to community standards will be sought to be resolved directly between the parties, failing which the dispute will then be referred to the Mediation and Arbitration Committee of the Society of Christian School of British Columbia (SCSBC) in accordance with its policies and procedures.

This policy of the Vernon Christian School Society is a term and condition of employment, and for holding a leadership position within the Vernon Christian School community.

## APPENDIX C:

### Vernon Christian School

#### Standards of Conduct

At Vernon Christian School we are committed to walk faithfully with our God and to work together as a community to reflect His light in the world. It is therefore an essential part of the education at V.C.S. to teach our students to live a life honoring to God by exercising good manners and correcting undesirable behavior.

- 1. *Students are expected to show reverence for God* by:**
  - respecting times of Bible readings, singing of spiritual songs and prayer;
  - not using God's name in vain.
  
- 2. *Students must honor those God has placed in authority over them* by:**
  - responding quickly and courteously to a teacher's instructions;
  - addressing teachers and other staff by their proper title (Mr., Mrs., Miss plus last name);
  - treating teacher's desk and property as 'off limits';
  - respecting non-student areas such as office, staffroom and supply rooms;
  - being in class and ready for instruction by the designated start times at the beginning of the day and after recesses;
  - responding respectfully to parents and other adults of the school community.
  
- 3. *Students must treat each other the way they wish to be treated* by:**
  - addressing each other respectfully, and not by demeaning 'nicknames';
  - being courteous to each other and using phrases such as 'excuse me' and 'thank you';
  - apologizing for a wrong doing;
  - looking behind them and holding the door if someone is following;
  - not running or bumping into anyone in the hallway;
  - talking about others in the same manner they wish to be talked about, i.e.: making only complimentary remarks about other's appearance, no gossip;
  - not making someone else's life miserable by teasing and 'bugging'.
  
- 4. *Students must respect each other's property and school property* by:**
  - asking for permission before using another student's property;
  - keeping classrooms, desks, lockers and counters tidy;
  - using garbage pails for litter;
  - wearing clean indoor shoes inside the building;
  - not writing on the buildings, furniture, books or any other school resources.
  
- 5. *Students are expected to exercise self-discipline* by:**
  - paying attention to their language and avoiding rude expressions;
  - raising their hands when wanting to talk, and not interrupting their teacher or other students;
  - completing assignments to the best of their ability and by the date due;
  - taking pride in their appearance by being tidy and well groomed at all times;

-dressing modestly and appropriately for the school day.

These standards must be adhered to by the students, and will be actively promoted by the staff of Vernon Christian School. Parents are expected to support the staff by talking to their children about these guidelines and encouraging adherence to them.

If a student does not respond to correction from a teacher, the parents will be informed and must take responsibility for their child's misconduct. Should inappropriate behavior continue, the principal has the authority to suspend a student; the school board has the authority to expel a student.

The following violations will lead to a suspension or expulsion upon the first offense:

-bringing tobacco products, alcoholic beverages or non-prescription drugs to school or school functions for the purpose of using and / or selling them.

-stealing from the school, school personnel, or a student.

-falsely accusing another student of a wrongdoing.

-threatening bodily harm using a weapon or something that could be used as a weapon.

-causing bodily harm, for example, in a fight.

-bringing pornographic material to school for the purpose of showing, displaying or selling.

-explicit sexually inappropriate behavior.

Before a student is expelled, the parent will receive the opportunity for an interview with the principal and member(s) of the school board. It is the school's desire to lead the student to honest repentance, followed by a process of reconciliation.

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**Please sign the Consent Form to indicate your understanding and agreement of the Standards of Conduct.**

**APPENDIX D:**

**Vernon Christian School  
Book Review Request Form**

Author:

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Title:

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Publisher:

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Request Made By:

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Telephone:

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Date:

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1. To what in the book do you object? Be specific, cite pages.

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2. What do you feel might be the negative impact of the reading of this book?

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3. Is there anything good about this book?

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4. Did you read the whole of this book? \_\_\_\_\_

If not, what parts did you read?

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5. What do you believe this book communicates?

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6. What book of equal quality would you recommend to replace it?

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## **APPENDIX E:**

### **VERNON CHRISTIAN SCHOOL**

#### **INTERNET USE POLICY**

Students using technology provided by the school are to display a responsible for appropriate use of and behavior associated with that technology. The school has adopted the following thematic statement regarding all aspects computer education at VCS.

#### THEMATIC STATEMENT: COMPUTERS

Educating students to be computer literate in a technologically-based society requires them to discern the difference between being in the world, not of the world - knowing that God does not change in their changing environment. As stated in Romans 12:1-2:

*"Do not conform any longer to the pattern of this world,  
but be transformed by the renewing of your mind.  
Then you will be able to test and approve what God's will is --  
His good, pleasing, and perfect will."*

The technological demands of today reflect our ever-changing society. At Vernon Christian School we therefore emphasize that computer technology is a tool, not the focal point of our lives.

Our responsibility is to serve God who is eternal and unchanging. It is therefore necessary for students to exercise discerning capabilities in order to understand God's world and be equipped with the necessary knowledge and skills to function in a technological society.

*"Jesus is the same yesterday and today and forever".*  
Hebrews 13:8

All parents and students are asked to sign the Agreement Contract on the next page and return it to the school as soon as possible. Students who have not signed the agreement will not be given Internet privileges. Students disregarding the guidelines listed below may lose their Internet privileges and face additional disciplinary measures as well.

## **Agreement Contract**

Access to use of the Internet is to be regarded a privilege and not a right. The incredible resources of the Internet are provided so that students may utilize it as a research tool to enhance their educational experience while at VCS. To ensure proper respect and instill accountability all students are asked to sign the following contract.

1. I will not use the Internet outside to class time with out proper teacher supervision.
2. I will tell my teacher if I come across any material that concerns me or makes me feel uncomfortable.
3. I will not use the Internet to search for or transmit information that is inappropriate. disrespectful or harmful to others.
4. I will not use any Internet chat lines or join any on line clubs.
5. I will not give out any personal information i.e. Photo, home address, phone number, or other information with out my teachers consent.
6. I will not use the Internet for personal advertising or other personal gain.
7. I will not use the Internet to copy, knowingly or unknowingly, another student's files.
8. I will use the phrase "What would Jesus do?" as a guideline to help me discern positive choices on the Internet.

**Please sign the Consent Form to indicate that you have read the Vernon Christian School Internet Guidelines with your child(ren) Grade 4 - 12 and agree to support and abide by them.**