

PARENT HANDBOOK



Vernon Christian School
Heart for God - Mind for Truth

T 250.545.7345
F 250.545.0254

www.vcs.ca

Elementary Campus 6890 Pleasant Valley Road
Secondary Campus 6920 Pleasant Valley Road
Vernon, BC, V1B 3R5

TABLE OF CONTENTS

BRIEF HISTORY OF VCS	4
AFFILIATION	4
EDUCATIONAL PHILOSOPHY	4
The Bible	5
Creation	5
Life	5
Sin	5
Jesus Christ	5
School	5
Parents	5
Teachers	5
Educational Freedom	5
IMPLEMENTATION OF EDUCATIONAL PHILOSOPHY	6
Bible Studies, Devotions, Chapels	6
Curriculum	6
Service	7
Leadership	7
Graduate Profile	7
SCHOOL GOVERNANCE	8
Introduction	8
Community Standards	8
Society	8
School Board	9
Committees	9
Staffing	10
Administration	11
Procedural Fairness	11
Parents	11
Church	12
ACADEMIC POLICIES	12
Assessing Student Achievement	12
Reporting on Student Progress	12
Homework	13
Student Recognition and Awards	13
DISCIPLINE POLICIES	14
Introduction	14
School Discipline Policy	14
Standards of Conduct	14
Bullying and Harassment	14
VCS Dress Code	15
Attendance and Punctuality	16

COMMUNICATION BETWEEN SCHOOL AND PARENTS	18
MySchool	18
VCS Website www.vcs.ca	18
Email	18
Reader Board.....	18
Parents - Teacher Interaction	18
Parents - School Board Interaction	18
PARENT VOLUNTEERS	19
SCHOOL LIBRARY.....	20
GENERAL INFORMATION.....	21
Fire, Earthquake & Lockdown Drills.....	21
Lost and Found.....	21
Inclement Weather.....	21
Visitors	21
First Aid and Accident Procedure	21
Health Information.....	21
Student Illness	22
Textbooks	23
Field Trips	23
Insurance	23
Internet Use	23
Supervision	24
Parking Lot Etiquette & Behavior.....	24
Snow Sledding.....	24
Child Protection Procedures	25
Student File Disclosure Procedure	25
Personal Information Privacy Act (PIPA)	25
ADMISSIONS INFORMATION	25
TUITION FEES	26
CONCLUSION	27
APPENDIX A - Constitution & Bylaws.....	28
APPENDIX B - Community Standards Policy	37
APPENDIX C - Standards of Conduct & Dress Code Policy	39
APPENDIX D - Bullying, Harassment & Discrimination Protection Policy	42
APPENDIX E - Book Review Request Form.....	47
APPENDIX F - Internet & Technology Use Policy	47
APPENDIX G - Child Protection Procedure Policy	54
APPENDIX H - Assessment Guidelines Policy	56
APPENDIX I - Class Size & Composition Guidelines Policy.....	54

INTRODUCTION

Welcome to Vernon Christian School. We are an interdenominational school founded on evangelical Christian beliefs and focused on providing a wholesome Christian education for Preschool to Grade 12.

The purpose of this handbook is to acquaint parents and students with our vision, educational philosophy and principles of operation. It is our hope that it will answer some of your initial questions. For further information, please contact our school office (info@vcs.ca), and we will be happy to assist you.

BRIEF HISTORY OF VCS

In 1974 a group of Christian families in the Vernon area were led to act upon the vision given to them by God to establish a school that would provide a Preschool to Grade 12 Christian Education for their own and future 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 whose purpose would be to serve as an educational arm of the Christian home. The vision became reality in 1977 when Vernon Christian School first opened its doors at its present Elementary Campus location. Within ten years the school had grown to a student population of 116 students. In 1989 a Kindergarten program was established at VCS. As the student population grew, so did the need for expansion of school facilities. The 1994/1995 school year was celebrated with the opening of a new gymnasium, and in September 1997 the concept of a Middle High School was introduced for Grades 7, 8 and 9. The opening of the Secondary Campus in 2004 completed the vision that started so many years ago!

AFFILIATION

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

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:

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.

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.

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.

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.

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.

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.

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 to have *a heart of God and a mind for the truth.*

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.

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.

IMPLEMENTATION OF EDUCATIONAL PHILOSOPHY

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

Bible Studies, Devotions, Chapels

Study of God's word in the Bible is the cornerstone of Christian Education. Through it, students are reminded that all true knowledge is and must be Biblically founded. 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. Chapels give the school community a time to celebrate and share God's goodness in a corporate setting. Chapels at the Elementary Campus follow the Christian calendar. They are held approximately every two weeks and involve much student participation and leadership. At the Secondary Campus chapels are held weekly and as at the Elementary Campus leadership students are very involved in the planning and delivery of chapels.

Curriculum

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

Preschool and 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, the enjoyment and reading of literature, phonics and spelling, writing and drama, PE and, science and social studies, math, special multi-age themes, and resource-based learning which integrate classroom study with library skills. Learning is structured so as to have a balance of direct instruction, meaningful practice, exploration of materials and ideas. Students are given daily opportunities to praise God, share, cooperate and serve others. Parents are welcome to be involved in their child's primary classroom. Reporting to parent's primary will be anecdotal in nature.

Grades 4, 5 and 6 are the intermediate years in the elementary school program. The same area of studies is explored but learning shifts from the acquisition of "basic skills" to applying those skills to all subject areas at a higher level of thinking. There is also more cooperative group work for the students. At the intermediate level reporting to parents begins to include percentages grades.

The Vernon Christian Secondary School program addresses the needs of students in Grades 7

to 12. The program is divided into two areas: Middle School (Grades 7 to 9) and High School (Grades 10 to 12). The curriculum is presented from a Christian perspective and follows the BC Ministry of Education guidelines. Students who graduate from Vernon Christian School receive a BC Dogwood diploma and are fully equipped to apply at university, Bible College, trade school or any other post-secondary education path they choose. Evaluation is continuous and formal reporting to parents occurs four 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. The use of a variety of technologies is woven into the fabric of learning at the Secondary Campus, both in the computer lab and in the shops.

Service

One of the most important components of the curriculum offered by Vernon Christian School is its focus on service. Service to others gives students a practical way to live out the gospel of salvation. It is how they can show the world that God is alive and real in their lives.

Students from Preschool to Grade 12 are given opportunities to serve in a manner that is appropriate for their grade level. For example, Grade 1 students have raised funds to purchase farm animals, personal belongings, and food for 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 have partnered with the Okanagan Gleaners to produce dried foods for disaster areas around the world. Our service program also includes a Grade 9 mission trip to Mexico that takes place in March.

Leadership

Vernon Christian School is intentional about teaching leadership skills to students at all grade levels. Formal instruction begins in intermediate and continues on through to Grade 12. In intermediate grades students partner with primary classes in a school "buddy" program. They provide leadership on the playgrounds reducing the need for parent intervention.

At the Secondary level we provide leadership training for all grades. Junior leadership is offered at Grades 7 to 9 and senior leadership in Grades 10 to 12 as part of the High School Bible program. Activities involve organizing school events to raise funds for local and global issues and needs.

Graduate Profile

Vernon Christian School acknowledges that parents have the primary responsibility for educating their children. We walk along side of and support families in educating young people to have *a Heart for God and a Mind for Truth*.

It is the desire of the Vernon Christian School Community to honour God by graduating students who are:

- Striving to nurture, develop and apply their Biblical worldview in all facets of their lives.
- Loving neighbours and socially responsible citizens who display Biblical principles to honour the diversity of all people created in God's image.

- Honest and effective communicators who are able to access, synthesize, and express their understandings in a variety of ways to a range of audiences.
- Democratic participants who as Canadians and global citizens, love godly justice and mercy, and act in ways that are considerate to the needs of others.
- Creative, innovative, knowledgeable, and skilled active learners who demonstrate high standards of performance and a commitment to lifelong learning.
- Humble servants of God and community contributors who willingly serve others and take the initiative to improve the quality of life for their neighbours, local and global communities.
- Wise decision makers who practice Biblical discernment.
- Collaborative workers who demonstrate courage and strong interpersonal skills.
- Healthy human beings who demonstrate personal spiritual, intellectual, physical, social and emotional well-being.

SCHOOL GOVERNANCE

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.

Community Standards

The Vernon Christian School Society functions as a Christian community where administrators, teachers, staff, board and committee members are called to promote and advance the mission of Vernon Christian School. In order to do so administrators, teachers, staff, board and committee members are expected to adhere to the Standards of Conduct, which the Society has established for itself.

Society

The objective of the Vernon Christian School Society is to operate a Christian Day School in accordance with its 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 November and June.

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 urged to make every effort to attend the Society meetings.

School Board

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

- Appointing, discharging and payment of teachers and the principal.
- Supervision of all monies and the setting of the annual budget.
- Determining the religious and academic curriculum in conjunction with the principal.
- Supervising adherence to the requirements of the Ministry of Education of BC.
- Appointing members to the various committees.

Committees

The duties of the **Education Committee** include:

- Keeping informed about the Christian academic quality and character of the instruction given.
- Considering all matters relating to the educational program and making recommendations to the Board.
- Interviewing possible teachers and recommending suitable candidates to the Board.

The duties of the **Finance Committee** include:

- Supervising the bookkeeping and monitoring expenses and income in comparison to the annual budget.
- Making recommendations to the Board regarding the annual budget.

The duties of the **Capital Development Committee** include:

- Recommending to the Board and carrying out promotional and fundraising initiatives.

The duties of the **Building Committee** include:

- Providing the Board advice about the school's long- and short-term needs.
- Suggesting specific strategies and solutions to the above needs.
- Overseeing expansion activities when called upon to do so.

The duties of the **Community Relations Committee** include:

- Developing promotional materials for use by the society, to maintain contact with past supporters and alumni of the school and to all interested in Christian Education in the Vernon area.

- Publicizing special activities hosted by the school or society.
- Assisting the Board in maintaining positive public relations with the community, School District #22 and greater Vernon community.

The duties of the **Transportation Committee** include:

- Alerting parents to the transportation options available to them in the Vernon area.
- Pursuing further transportation alternatives for parents in the Vernon Christian School Society.

The duties of the **Maintenance Committee** include:

- Keeping informed about the state of the school property.
- Making recommendations to the Board regarding maintenance, repairs and adequacy of the buildings and school grounds.
- Advising the Board in all matters regarding the school custodial team.

The duties of the **Employment Relations Committee** include:

- Developing and fostering a positive work environment for employees at Vernon Christian School.
- Making suggestions to the Board and staff regarding policies that relate to working conditions, salary, professional development and teacher qualifications.

The **Auxiliary Committee** mandate is consistent with the philosophy and goals of the VCS School Board. Some of their responsibilities include:

- Fundraising for the specific purpose of supplying students with ‘the little extras’ that are not part of the yearly budget.
- Heightening school awareness and promoting positive school relations.
- Providing a monthly hot lunch program for the EC.

Staffing

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

- i) Each appointee must be sincerely committed to Jesus Christ as Lord and Savior of their life.
- ii) 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.

iii) Each appointee must hold a valid British Columbia Teaching Certificate.

Administration

The **Principal(s)** are directly responsible to the School Board. Their duties include:

- i. Ensuring that the educational philosophy is implemented in the daily instruction at both campuses.
- ii. Seeing that the requirements of the Ministry of Education of BC are met.
- iii. Responding to parents' concerns regarding the education of their children.

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

- i) Promoting and executing the vision of the school.
- ii) Developing and fostering a relationship with society members, corporate donors and others within the Christian community.
- iii) Planning for and executing different fundraising, promotional, and information initiatives within the school and larger community.
- iv) Responding to parents' 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:

- i) Maintaining 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.
- ii) Developing annual budget for the Board in consultation with the Finance Committee and the administration.

Procedural Fairness

Vernon Christian School uses the general statement of principles from the Federation of Independent Schools Association document, *Procedural Fairness Best Practice Guidelines for Independent Schools* in order to ensure procedural fairness in the policies and procedures implemented.

Parents

The primary responsibility for the education of children rests with the parents. They in turn delegate part of the academic and spiritual instruction to the teachers during the time the children attend school. Teachers are responsible to God and parents to give Christian leadership in all aspects of school life. A healthy relationship between teachers and parents is vital to ensure the success of each child's 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 school has planned.

Church

Church/Home/School function harmoniously together in providing 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.

ACADEMIC POLICIES

Vernon Christian School wants students to commit to academic excellence. To that end we will:

- Partner with parents to see students achieve their potential for learning in all of their classes
- Support students' academic needs
- Develop a plan for each student to be able to graduate

Assessing Student Achievement

We believe that the purpose of grading is to communicate to parents, an accurate evaluation of a student's ability to meet the learning outcomes of each course/subject. Therefore, student progress is reported in two **separate** ways:

Grades: a percentage and/or letter-grade, which is a measurement of academic achievement (what a student knows and is able to do in relation to specific learning outcomes)

Behavior: descriptions of the characteristics, actions, and work habits that support achievement

Reporting on Student Progress

Each child is a unique individual. Therefore, the evaluation of students is reflected through both personalized teacher comments and the student's marks.

Report cards are issued four times per year in Grades 7 to 12 and 3 times per year in Kindergarten to Grade 6, at the end of each term. They report on achievement as well as work-habits and behavior. All evaluations of students are written to indicate learning progress and to encourage further academic growth.

Reports given at primary levels (Kindergarten to Grade 3) may be more anecdotal in nature. 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.

It must be recognized that the report card does not present a complete picture of the student's progress. Therefore, in addition to report cards, interim reports (progress updates) will be made as needed via printouts, telephone, email, teacher/parent conferences, etc. The staff will inform parents immediately upon becoming aware of actual or anticipated difficulties. It is our

expectation that there will be complete cooperation between teachers and parents in their mutual efforts to help students overcome difficulties, and to help students achieve their academic potential.

Homework

Grades 1 – 3: Primary

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.

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 may result in after school detentions and will hinder the student's learning. All writing should be legible and neat.

Grades 7 - 12: Middle & High School

It must first and foremost be remembered that homework is an important part of the learning process for Middle and High School students, and is therefore an obligation not an option. It is expected that homework will be completed on time. In order to partner with parents in holding students accountable for their educational responsibilities, the Administration and staff at VCS are committed to providing a daily, supervised homework block. 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.

Student Recognition and Awards

Formal awards for Intermediate, Middle and High School 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 at each campus.

We believe that God desires all of us to accept responsibility for the development of our gifts. The Intermediate and Middle High School will honor excellence and hard work in our students in the following way:

Grades K-8	
Honour Roll	Achieves a “3” or higher in all but one course, which must be a “2”. Year-end report card includes no “N’s or I’s” for Work Habits or Attitude and Behavior.
Principal’s List	Achieves a “4” in all but one course, which must be a “3”. Year-end report card includes no “N’s or I’s” for Work Habits or Attitude and Behavior.
Grades 9-12	
Honour Roll	Achieves a “B” or higher in all but one course, which must be a “C” or “C+”. Year-end report card includes no “N’s or I’s” for Work habits or Attitude and Behavior.
Principal’s List	Achieves an “A” in all but one course, which must be a “B”. Year-end report card includes no “N’s or I’s” for Work Habits or Attitude and Behavior.

Students obtaining the above recognition will receive a certificate at the year-end Awards ceremony, as we feel it is important to acknowledge excellence in effort and achievement by students. It tells students that their labours have not gone unnoticed and encourages them to give their best effort in the future.

DISCIPLINE POLICIES

Introduction

The Administration and Teachers of Vernon Christian School, in cooperation with the parents, will 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 that have been established for both campuses. Parents and/or students in Grades 4 to 12 are required to sign the Consent Form showing their understanding and agreement to the Standards of Conduct. Corporal punishment is not practiced at Vernon Christian School. Discipline will normally be in the form of additional work, chores, detentions or suspensions.

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. Each campus has developed specific procedures for that campus.

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 education at Vernon Christian School to teach our students to live a life honoring to God by exercising good manners and correcting undesirable behavior.

Bullying and Harassment

See **APPENDIX D** at the end of this Handbook for the full Policy.

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 our 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.

VCS Dress Code

Our scriptural principles for dress code come from 1 Corinthians 10: 23 – 24:

“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.”

At Vernon Christian School we believe that dressing modestly and neatly are important aspects of promoting an orderly and positive learning environment for all students in our school. We believe the school has a communal responsibility to encourage students to present themselves in a Godly manner, which also includes appropriate attire for a school setting.

The following expectations flow from our school’s Standards of Conduct and are consistent with our school’s motto *A Heart for God, A Mind for Truth*.

Expectations:

- Midriffs will be covered
- Tops must conceal cleavage
- Undergarments are not to be visible
- All tops must have sleeves
- Shorts, dresses and skirts should be modest in length and fit and, when in question, shall reach the end of the fingertips when arms are down
- When wearing leggings/yoga pants, buttocks region must be covered with an additional layer – skirt, dress, shorts or a long shirt
- Hats are not to be worn in the building
- Clothing with words/logos or images of drugs, alcohol, sex, violence, prejudice or profanity are not acceptable

Note: The dress code applies to school functions as well as to each school day. However, on certain occasions (PE classes, field trips, beach-day, music programs, etc.), more casual or more formal clothing might be appropriate.

Response to Dress Code issues:

If students are dressed inappropriately for school, they will be asked to change. The office may be able to lend suitable attire to the student if required, or a parent may need to be called to bring clothing to the school. If an uncooperative pattern develops, parents will be notified, and disciplinary steps will be taken with the student. Where differences of opinion concerning clothing exist, the administration has the responsibility to use its judgment.

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:

- Teacher
- Principal
- Education Committee
- Board

The final level of appeal is the Discipline Committee made up of one Teacher and one Education Committee member and two parents.

Attendance and Punctuality

Attendance

Regular attendance at school is an important ingredient for successful participation and achievement. Students are expected to attend school regularly, missing only due to illness, for appointments, or as a result of other unavoidable circumstances. Prolonged or frequent absence affects learning. In addition, it creates extra work for students and teachers. Government grants assigned to the school by the Ministry of Education are done so on the basis of daily attendance.

If a student is or will be absent, it is important that a parent/guardian contact the office at either scoffice@vcs.ca or ecoffice@vcs.ca, or by phone.

If a student is absent, he/she needs to take the following steps:

- 1) contact a class-mate for notes and a summary of class material and instruction
- 2) check their MySchool account for assignments and due dates
- 3) contact the teacher in advance or upon return for handouts or instructions

In the case of an extended absence, please notify the school as soon as possible. Teachers may be able to provide the student with materials in advance, but most work will need to be caught-up upon return. Students are responsible to contact the teacher and request special arrangements if they have or will miss a test or assignment. To compensate for missed instruction, students will need to seek help from classmates and/or research external materials and resources.

Late

In order to maximize instructional time and limit disruption to the learning of others, students are expected to arrive for their classes prior to the start time with the appropriate materials. Each campus has established procedures to address students who are late.

School Bus Code of Conduct

Bus Stop Locations

Bus stop locations are determined based on the addresses of registered riders. We try to accommodate every request for pick-up locations, but sometimes our buses do not pick up in certain catchments. In addition, we cannot always provide door-to-door service as we have a very tight schedule that must be adhered to.

Pick up/Drop off

Students should be at their pickup location at least 5 minutes before the scheduled pick-up time. Traffic and other conditions that are out of the driver's control can determine whether they will be at your stop at the scheduled time. Please allow approximately 5 minutes grace period for both pick-up and drop-off times especially on winter roads. If the student is in Kindergarten and without an older sibling with them, there must be a parent, older sibling, or another emergency contact adult at the student's drop off location to pick them up. If no one is there within 2 minutes of the bus arriving, the student will remain on the bus and be return to VCS. Parents will be contacted to make pick-up arrangements there.

Student Conduct

Students that misbehave on the bus will receive a warning from the bus driver. The second time a warning is received a parent phone call will be given. If the behaviour continues, the driver will inform the Principal or Vice-Principal and action will be taken, which may include dismissal.

Reasons for bus dismissal:

- Swearing
- Fighting
- Bullying
- Hurting another student or the driver
- Continual misbehaviour
- Refusing to stay seated while bus is in motion
- Damage to the bus

The length of the student's dismissal from the bus will be determined by the circumstances of the incidents and communicated to the parents.

Bus restrictions

- Hockey sticks/golf clubs/sporting equipment must be stored underneath the seats. Ice skates must be stored in a bag or have skate guards.
- Bags may not be stored in the aisles.
- Musical instruments must be held by the student. If the instrument is too large for the student to have on their lap or underneath their seat, the instrument may not be allowed on the bus (examples: harp, tuba, didgeridoo).
- Students who are going on an overnight trip that requires sleeping bags, pillows, hard-shell suitcases and/or large duffel bags may be required to get a ride to school with parents.
- Preschool students are allowed on the bus only in the afternoon and only with a sibling that is in grade 5 or higher (not a relative or other student).

COMMUNICATION BETWEEN SCHOOL AND PARENTS

MySchool

Our main method of communicating with parents and students is through our MySchool accounts. Report cards, homework, marks, messages, etc. are all stored here and accessible from any computer.

VCS Website www.vcs.ca

Another way for communicating with parents is the school website. It has a calendar that lists important dates and information regarding events current and upcoming that concern the school and community. It also includes information from Administration and the Board. The website is updated on a regular basis.

Email

We encourage the parents, school offices, administration, Board and teachers to use email as the most direct way to communicate with one another.

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.

Parents - Teacher Interaction

Your child's teacher is your best source of information regarding his/her achievement, performance and or any other information regarding your child. We suggest they be your first point of contact. If you are dissatisfied with the information or tone of that interaction, then you should connect with the campus Principal. For general school information your campus secretary is the person to contact. In order to foster open and clear communication parents are encouraged to discuss any general concern, observation or suggestion for improvement with anyone on staff. We want your input.

Our teachers will communicate with you through formal reports and at parent/teacher interviews. They will also communicate with you via email, the phone and of course in face-to-face conversations.

Parents - School Board Interaction

The School Board meets monthly and highlights important information from it on the school website. The Board also hosts school Society Meetings to keep parents informed about the direction of the school and provide opportunity for input from the society members. Individual Board members will be in contact with parents and are open to discuss any matters concerning the school. They may be contacted directly or through the school offices.

PARENT VOLUNTEERS

Vernon Christian School would not be as vibrant, friendly and successful if it did not have the prayers, involvement and commitment that it receives from its parent community. If you wish to become a volunteer at our school, or know of someone (other family member, friend, etc.) that would like to become a volunteer, there are 2 very important things that will need to be completed before you volunteer:

1. Criminal Record Checks (CRC)

A volunteer who needs a Criminal Record Check is anyone who is NOT PAID and helps in a classroom or anywhere in the school (i.e. hot lunches, One-To-One Reading, etc.), drives for a field trip, and has any one-on-one contact with students at our school. We have signed up as an organization with the Ministry of Justice as a volunteer organization. The Criminal Record Checks (CRC) for volunteers are free of charge. If you fall in to this description of a volunteer, you will need to have a CRC done every 5 years. If you currently have a CRC that is less than 5 years old, you can forward it to the school in person or by email or fax. If you do not have a current CRC, your CRC is expired or about to expire, please visit our website at www.vcs.ca and look for the link for Criminal Record Checks. The instructions are easy to follow and the process to complete the application is easy and free. You will not be allowed to volunteer in any way until this process is complete and the school has received your clear CRC.

2. Vehicle Third Party Liability (TPL)

Once you have completed your Criminal Record Check and you plan on driving students to school related activities in your vehicle (field trips, sports games and tournaments, etc.) we require that you carry at least \$3 million in Third Party Liability on your vehicle insurance. We will need a copy of your vehicle insurance documents, showing this amount or higher. This is shown on the 2nd page of your vehicle insurance papers (if coverage is through ICBC). If you have more than 1 vehicle that you may use to transport students, we will need a copy of this paper for EACH of these vehicles. You can bring your papers in to either school office for us to photocopy or you can scan them and email them to either ecoffice@vcs.ca or scoffice@vcs.ca. These documents will be kept confidentially in a secure location.

Parents may become involved in the following ways:

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.

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.

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.

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.

VCS Parents-In-Action

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-wrapping fundraiser, monthly hot lunch days and community BBQ's.

Volunteer Database

Each year the school sends out a volunteer questionnaire for parents to fill out as part of their Continuing Enrolment process that happens in January. 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.

SCHOOL LIBRARY

The Library at each campus 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 at either campus.

The Teacher-Librarian requests all students, staff and parents 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 at the elementary campus is assigned a Library period 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 that 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.

GENERAL INFORMATION

Fire, Earthquake & Lockdown Drills

Classes will be oriented in the emergency procedures of the school at the beginning of the year. Students are to treat earthquake drills, fire drills, lockdown drills and other emergency procedure practices with seriousness and respect. Parents and visitors to the school are expected to participate in all drills.

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 given to the Upper Room Mission.

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.

Visitors

Parents and others are encouraged to visit our school. However, common courtesy requires that prior arrangements be made with the teacher or principal and that they sign in at the campus office.

First Aid and Accident Procedure

All injuries to students will be brought to the attention of a staff member. If the injury warrants, the designated first aid specialist on staff will be notified person in the school. The homeroom teacher will then fill out an Accident Report Form. Parents will be informed of injuries requiring an Accident Report Form.

Health Information

The Public Health Nurse visits the school regularly and is available for consultation when necessary. Before enrolling in Kindergarten be sure to contact the health nurse at the local 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.

Kindergarten students receive hearing, vision and dental screening. All grade 6 students receive Hepatitis B shots, and Grade 9 students receive a Diphtheria/Tetanus Booster shot, with the permission of their parents. Other inoculations may be administered but will be done only after parents have been informed and their permission is received.

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, or in some instances, by the child's physician. It must also be signed by the 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.**

Student Illness

Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other students or staff, and to allow the child time to rest, recover and be treated for the illness.

There are 3 main reasons to keep sick children at home:

1. Your child doesn't feel well enough to take part in normal activities.
2. Your child needs more care than teachers and staff can give while still caring for other children
3. The illness is on the list, below, and staying home is recommended to prevent the spread of the illness to other students and staff. Please teach your child proper hand-washing techniques to prevent the spread of many illnesses.

Please help keep our school healthy by following the guidelines below. Keep children at home if they have conditions such as, but not limited to the following:

- A fever of 38 C (100 F) or higher – keep them home for 24 hours after the fever is gone
- Vomiting or diarrhea – keep them home for at least 24 hours after the last episode
- A severe sore throat, including Strep Throat – particularly if you can see white or red spots at the back of the throat or if they also have a fever – may return after 24 hours of antibiotic use
- A rash with a fever
- Communicable diseases – such as but not limited to Influenza, Chicken Pox, Measles, Mumps, Pertussis, Meningitis, Mononucleosis, etc. – may return when cleared by their medical provider
- A deep hacking cough – along with a runny nose and headache
- Untreated infections of the eye, ear or skin including Pink Eye
- Different behaviour from normal (acting unwell)

If a student arrives at school with symptoms or develops symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible. The parent/guardian needs to maintain direct contact with the school's Administration if the child is diagnosed with any communicable disease so that the school can take appropriate steps to protect the entire student population and staff.

Head Lice

Children should not be excluded from the community or school due to head lice. If there are problems with the treatment, parents are encouraged to consult a public health nurse for information and resources.

Head lice can affect anyone. Head lice are annoying and may cause itching, but they do not transmit or cause disease. Children and adults' reactions to head lice can subject children to teasing, bullying and isolation. Reactions to head lice can significantly interfere with a child's emotional well-being, social status in the classroom and ability to learn. For these reasons, head lice infestations should be treated.

For best control of head lice:

- The primary responsibility for control of head lice rests with the family.
- Public health nurses can answer questions about the management of head lice.
- If a child has head lice, they can continue to have contact with others for the remainder of the day. The parents will be told so that they can begin treatment as soon as possible.
- To prevent the spread of head lice and ensure that the child has received treatment, information letters will be given to parents and classroom contacts.

Textbooks

All necessary textbooks will be provided for students. Students must remember that they are responsible for books issued to them. Defacing books in any way is not allowed.

Field Trips

Educational field trips are taken in conjunction with different units being taught. An information form including pertinent information about the trip is sent home or emailed home for each field trip. There will also be a Permission Form Request emailed home through MySchool. Parents/guardians must indicate their acceptance or declining of the online MySchool Permission Request. Without this acceptance, your child will not be allowed to attend the field trip. A charge may be assessed for transportation or for admission. Parents may also be asked to help supervise or drive on field trips. You will need to have a complete and clear Criminal Record Check (see page 20). Also, ICBC recommends that drivers carry a minimum of \$3,000,000 in Third Party Liability (see page 21). School rules regarding conduct and dress are applicable on field trips.

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.

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, 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.

Supervision

The school offers supervision before and after school as well as during recess and lunch hour. A teacher will be on supervision for the morning recess, a teacher and parent will be on duty during the lunch hour. A teacher or parent will be on duty for morning supervision that begins at 8:00 a.m. and goes until school starts. After school supervision goes from the end of the school day until 3:20 p.m. During supervision times, the school will be responsible for students in the building and/or on the playground. Other than scheduled extracurricular 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.

Supervision at the Secondary campus coverage also happens at the same times as at the Elementary Campus.

Parking Lot Etiquette & Behavior

During two small windows of time every school day, almost 400 students arrive at and leave from VCS. Although we are fortunate to have organized drop off and pick up procedures, the sheer volume of traffic creates a challenge at these times. We are asking for your help and cooperation to make this process as smooth as possible for everyone.

Please follow these simple procedures when parking, dropping off or picking up your children:

- Be courteous and patient in our parking lot and the surrounding areas. All of the people in line also have children at our school and they want them to be safe.
- Park only in marked parking spaces. Parking in the drop-off only areas blocks traffic and causes additional problems.
- Be kind to our neighbours by not blocking their driveways or parking on their property.
- Stopping on Pleasant Valley Road to drop off or pick up your children is unsafe and blocks traffic. Please enter the school property to do this.
- Students are to stay on the sidewalks and wait until their ride is spotted and parked in a parking stall.
- Running into traffic and crossing the parking lot in non-crosswalk areas is not allowed. Please instruct your children to cross at the crosswalks only to reach vehicles and the upper parking lot.
- Please obey the parking lot speed limit of 15 km/h.
- Please obey the staff supervisors who monitor the parking lot after school is dismissed.

Snow Sledding

VCS is blessed to have a facility that affords students wonderful opportunities for outdoor winter activities. With these activities, which include sledding, come certain risks. At the beginning of each sledding season staff review sledding safety guidelines with their classes. All students are encouraged to and are responsible for using the hill in a manner that ensures their own safety and the safety of their peers around them. To this end, here are the expectations for all students:

- **helmets** are mandatory when sledding at VCS
- wear appropriate clothing and helmet for comfort
- use sleds that are safe for use (determined by staff) - **NO wooden or steel framed sleds permitted**

- use the designated sections of the hill for sledding and returning to the top of the hill (typically demarcated by cones).
- sled/slide down staggered, always maintaining a safe distance between sledders.
- clear away to the sides of the lane once at the bottom of the sliding area.

Students who repeatedly violate these guidelines will not be allowed to sled on the hill for a period of time determined by a staff member.

Child Protection Procedures

Vernon Christian School's procedures are consistent with current government legislation.

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.

Personal Information Privacy Act (PIPA)

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

ADMISSIONS INFORMATION

Vernon Christian School is open to people of all backgrounds. It is however, a Christian school that has its roots in evangelical Christianity. All new families interested in enrolling in the school must complete the Student Enrollment Forms and provide additional information requested on that form. An interview with school administration will precede the admission of new students. Parents must consent to support the educational philosophy, policies, Biblical principles and the Vision Statement of VCS.

As part of our admissions policy parents are offered the choice of becoming full or associate members.

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.

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

All parents and students in Grades 4 to 12 must signify their support of the school's Standards of Conduct by signing the Consent Form on the admission form.

New students are accepted for a probationary period of three months. Parents will be informed if the period needs to be extended.

Students will only be accepted if the school can meet their educational needs.

If school enrollment is full, a wait-list will be established. Families on the waiting list will be notified whenever a vacancy arises. Families with students on the wait list must confirm with the school after January 1 if they wish their child(ren) to be considered for enrollment in the following September.

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 families.
- 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 or 11 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 difficulty, 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 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.

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 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 Society’s 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:
 - conduct the correspondence of the Society
 - issue notices of meetings of the Society and Directors
 - keep minutes of all meetings of the Society and Directors
 - have custody of all records and documents of the Society except those required to be kept by the Treasurer
 - maintain the register of members
- h) The Treasurer shall:
 - keep the financial records, including books of account, necessary to comply with the Society Act, and
 - 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:
 - The appointing and discharging of teachers
 - The setting of salaries and wages
 - The setting of an annual budget and presenting the budget to the membership at the Semi-Annual Meeting for approval
 - The appointment of a Principal and determining, in conjunction with him, the curriculum, both religious and academic, to be followed
 - Responsibility for the supervision of all monies for the Society
 - The appointment of an auditor/accountant to audit the books before the Annual Meeting
 - The appointment of such committees from the membership as it shall deem necessary to maintain a proper supervision of the school
 - 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:
 - Contributions by members
 - Church collections
 - Pupil tuitions
 - Gifts and donations
 - 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

- f) 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.

- g) 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

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.

- a) The Education Committee shall:
 - Consider all matters relative to the educational program and policies of the school and make recommendations concerning the same to the Board of Directors.
 - Investigate the qualifications of the candidates for teaching positions and make recommendations concerning the same to the Board of Directors.
 - 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.

b) The Finance Committee shall:

- Make recommendations to the Board of Directors for a budget for each year
- Investigate and make recommendations to the Board of Directors regarding the raising of funds for the Society
- Make recommendations to the Board of Directors regarding the payment of tuition for children of parents who are unable to pay the required tuition.

c) The Public Relations Committee shall:

- 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.
- Make necessary arrangements and recommendations for carrying out such programs.
- 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.

d) The Building Committee shall:

- Investigate and make recommendations to the Board of Directors concerning the proper care, maintenance and adequacy of the building and grounds of the school.
- Make recommendations to the Board of Directors concerning the appointment, work and salary of a custodian.

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 Society of Christian Schools in 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 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

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.

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.

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.

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, staff-room 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.

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'.

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.

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.

VCS Dress Code

Our scriptural guideline comes from 1 Corinthians 10: 23 – 24, 32,33:

“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.... Do not cause anyone to stumble, whether Jews, Greeks or the church of God – even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved.”

At Vernon Christian school we believe that dressing modestly and neatly are important aspects of promoting a Christ-centered learning community. We believe the school has a communal responsibility to encourage students to honor God and show respect for themselves and others by dressing appropriately for a school setting. The following guidelines are to help provide clarity and consistency in meeting this responsibility.

Dress Code Guidelines:

- Midriffs will be covered
- All tops must have sleeves
- Skirt and shorts must be of a modest length and fit
- Undergarments are not to be visible
- Tops must conceal cleavage
- Hats cannot be worn in school between 8:30 am and 3:00 pm
- Clothing with words/logos or images of drugs, alcohol, sex, violence, prejudice or profanity are not acceptable

Response to Dress Code issues:

If students are dressed inappropriately for school, they will be asked to change to an appropriate article of clothing. The office will provide suitable attire if required. Parents will be notified at the onset of any concerns regarding their child’s attire at school. Administration, parents and student(s) will meet as soon as possible if clarification about the school dress code needs to be discussed. Parents are expected to support the staff by talking to their children about these guidelines and encouraging adherence to them.

These standards must be adhered to by the student 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.

- 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.
- sexually explicit 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.

APPENDIX D

	BULLYING, HARASSMENT AND DISCRIMINATION PROTECTION POLICY	Date passed: NOV 7, 2016
---	--	-------------------------------------

1. INTRODUCTION

Vernon Christian School takes seriously its call to provide a safe learning environment where every student is treated with dignity and respect as one bearing the image of God, and where each person's individuality and sense of self-worth within the school is maintained. This duty of care to protect students from harassment, sexual harassment, bullying, and discrimination remains in all circumstances. The aim of the policy and procedure is to ensure that any complaint of bullying, harassment, or discrimination is effectively and speedily dealt with and that appropriate action and discipline is taken to ensure as far as possible that it does not occur again.

2. PURPOSE

All students have the right to be treated with dignity and respect. Harassment, sexual harassment, bullying and discrimination are not acceptable forms of behaviour and will not be permitted or condoned. Such behaviour humiliates, offends, exploits and undermines students and employees, interfering with school performance and creating fear, stress and anxiety at school.

Vernon Christian School will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, and inclusiveness, as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with Vernon Christian School's faith-values, cultural perspectives and philosophical values.

Where a formal complaint is substantiated it will be treated as a disciplinary matter and could lead to suspension or expulsion. The procedure applies to all students, employees and volunteers of Vernon Christian School.

3. WHAT IS HARASSMENT, SEXUAL HARASSMENT AND BULLYING?

A. Harassment definition:

Canadian Human Rights Commission defines Harassment as:

Harassment is a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates one. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment.

Examples of Harassment occurs when someone:

- makes unwelcome remarks or jokes about one's race, religion, sex, age, disability or any other of the 11 grounds of discrimination.
- threatens or intimidates someone.
- makes unwelcome physical contact with someone, such as touching, patting, pinching or punching, which can also be considered **assault**.

Students must understand that Harassment and Sexual Harassment are against the law even in a school environment. It disrupts a student's positive and safe learning environment and will not be tolerated.

B. Sexual Harassment definition:

Sexual harassment is any unwelcomed, unwanted pressure or verbal, cyber, visual or physical conduct of a sexual nature. The most prevalent kind of sexual harassment happens student to student by either a male or female. It can be a single incident or may repeatedly occur over time. Student sexual harassment even on social media outside of the school environment affects a student's right to a safe educational environment. Examples of sexual harassment may include but are not limited to:

- touching, grabbing or pinching someone deliberately in a sexual way
- spreading sexual rumours, gossip and slander
- telling explicit sexual jokes, comments or gestures about someone
- making remarks of a sexual nature about someone's clothing, body or gender
- repeatedly pressuring another student when they have said "no"
- threatening sexual remarks or suggestive gestures or noises
- requesting or sharing nude photos or revealing body parts
- displaying or sharing physical or computer sexual images on social media
- making sexual comments while pretending to be someone else online

C. Bullying definition:

The Ministry has defined bullying as:

Bullying is typically a form of repeated and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying and harassment are similar in some ways yet different. Both hurt another person through cruel, offensive and insulting behaviours. Where they differ is harassment is a form of discrimination.

Bullying is never okay. It is abuse. Bullying is not an isolated incident. It is intentionally targeted behaviour which occurs repeatedly towards another individual.

Bullying can take many forms. It can be:

1. **physical** – hitting, shoving, stealing, or damaging property
2. **verbal** – name calling, mocking, or making sexist, racist, or homophobic comments
3. **social** – excluding others from a group or spreading gossip or rumours about them
4. **written** – writing notes or signs that are hurtful or insulting
5. **cyberbullying** – Cyberbullying is bullying through the use of text messaging, Facebook, YouTube, Snapchat, Twitter, ranking/rating sites, email, blogs and other communications and social media sites for the purpose of being aggressive and hurtful to:
 - upset, threaten or embarrass another person.
 - use email, cell phones, text messages and social media sites to threaten, harass, embarrass, socially exclude or damage reputations and friendships.
 - use put-downs, insults and can also involve spreading rumours, sharing private information, photos or videos or threatening to harm someone.

4. RESPONSIBILITIES

VCS Administrators are responsible for:

- providing leadership for promoting a caring, respectful and safe school environment;
- promoting and participating in professional development and learning opportunities to enhance their ability to promote caring, respectful and safe learning environments and to prevent and reduce problems of bullying, harassment and sexual harassment
- surveying teachers and school staff, students, parents and community members to determine the extent and nature of bullying and how effective interventions are at reducing bullying problems;
- encouraging the participation of teachers/school staff, students, parents/caregivers and community members to develop and support a comprehensive school-wide bullying prevention strategy;
- communicating with the teachers about reported incidents of bullying to determine whether it is appropriate to contact the parents/caregivers of the students involved in the incident;
- communicating with classroom teachers about further assistance from school personnel, appropriate mental health or child protection professionals, and the police, when appropriate;

- keeping a confidential file on bullying incidents and action plans undertaken by the school, parents/caregivers, and student involved;
- supporting the individual or the parent in making a decision to report the incident to the police for further investigation;
- following school protocols when responses involve suspension, expulsion or the involvement of mental health or child protection professionals or the police; and,
- promoting annual monitoring and review of school level policy and practices to reduce and prevent bullying.

Teachers and Staff are responsible for:

- promoting and using caring, respectful and safe school and classroom practices;
- participating in professional development/learning opportunities related to bullying prevention;
- building bullying prevention into daily instruction that encourages students to report incidents of bullying;
- responding promptly and appropriately to instances of bullying;
- communicating with VCS administrators and parents/caregivers about instances of bullying and involve them in seeking solutions;
- recording and reporting instances of bullying to the in-school administrator and monitoring instances of bullying and their resolution;
- determining with school administrators whether further assistance from school personnel, human service providers or the police is warranted and follow school division protocols in these matters; and,
- participating in annual monitoring and review of school level policy and practices to reduce bullying.

Students are responsible for:

- respecting the safety, well-being and property of school staff and fellow students;
- contributing to a caring, respectful and safe school and classroom learning environment;
- participating in the development and support of the school's bullying prevention policy;
- taking a personal stand against bullying and participating in bullying prevention activities at the school; and,
- reporting all acts of bullying, harassment or sexual harassment experienced or observed to a school administrator, teacher or staff member as incidents occur.

5. DISCIPLINARY PROCEDURE FOR HARASSMENT, SEXUAL HARASSMENT AND BULLYING

VCS Administration, teachers and staff will take a clear stand that no harassment, sexual harassment and/or bullying is ever tolerated in any form of communication at the school. Instances will be treated as important and dealt with in a timely manner as to ensure the safety of VCS students. The following steps will be taken when incidents are reported:

1. Administrators are responsible for investigating, writing an incident report and determining appropriate courses of action consistent with the school's Discipline Policy, which may include suspension or expulsion. The incident report should be provided to the parents or caregivers of the students directly involved.

2. In the event of an investigation or discipline process, the Administrator in consultation with the school counsellor should outline available resources to the offender and the victim. Resources should include one or more of the following:

- harassment education and prevention
- anger management
- conflict resolution
- restorative justice
- in-school counselling
- external counselling

6. CONFIDENTIALITY

It is important that those who have been harassed/bullied or have been witnesses to harassment/bullying feel confident to come forward with information without fear of recrimination. Conversations and records of an investigation must therefore be treated confidentially and sensitively by everyone involved. Only students and parents/caregivers of those individuals who are directly involved will be notified. Any breach of confidentiality will be treated seriously and may lead to disciplinary action. This does not preclude individuals from discussing their own cases with the counsellor.

APPENDIX E

**Vernon Christian School
Book Review Request Form**

Author _____

Title _____

Publisher _____

Request Made By _____

Telephone _____

Date _____

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

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

3. Is there anything good about this book?

4. Did you read the whole of this book? _____

If not, what parts did you read? _____

5. What do you believe this book communicates?

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

APPENDIX F

INTERNET & TECHNOLOGY USE AT VCS

For Students and Staff of Vernon Christian School

Vernon Christian School offers students access to a computer network for access to electronic mail and the Internet.

The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast number of resources and experts right into the school and the classroom. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and other devices comes exposure to material that may not be of educational value or that is contrary to the vision for education at the school. VCS has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, especially as students may have access to the Internet through their own devices. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Vernon Christian School is registered under Google Apps for Education. VCS offers Student Google accounts with restrictions.

- K-7 cannot send or receive email outside of a @vcs.ca address
- K-7 cannot login to YouTube using a @vcs.ca user account
- K-12 Firewall filters block categorized inappropriate websites

The Google agreement with Vernon Christian School provides access to Google applications and storage. While Google hosts these services off-site, VCS maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that VCS can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

The terms of the Google contract with Vernon Christian School mandate that we must have parental permission for the use of Google Apps for Education. VCS will require parental permission on an annual basis for K-7 students. Google does not request any personal information from students and VCS does not provide personal student data (i.e.; birthdate, address, phone number, grades, test scores) to Google. Personal information resides in VCS' student information system (MySchool) and is neither stored by nor available to Google.

At VCS we use Google Apps for Education for the following primary reasons:

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publishing
- To facilitate “paperless” transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To maximize cost savings in terms of software licensing and document storage

Students under the age of 13 are required to have parental authorization for Google use.

Google Privacy & Terms

While students from Gr. 8-12 do not require parental permission to access these internet applications, all students K- Gr. 12 are held responsible for appropriate behavior on the school's computer network and on their own devices just as they are in a classroom or on the sports fields. Communication using information technology is often public in nature. General school rules for behaviour and communications apply, and it is expected that users will comply with the school's standards and the specific rules set forth below. This also applies to lunch hours and other breaks where students may be using school or personal devices.

The staff and administration of VCS reserve the right to revoke or restrict the use of personal devices and the network. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Guidelines for acceptable use of network privileges

Staff and students using information technology are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- using Web browsers to obtain information from Web sites
- using e-mail in an appropriate manner
- using personal folders (password protected) to store work
- using the network and Internet in a manner which respects the rights and property of others
- keeping all accounts and passwords confidential and inaccessible to others
- showing responsibility by making backup copies of material critical to you
- showing responsibility by taking precautions to prevent viruses on the school's equipment
- upon receipt of an attachment checking to making sure it is from a known source
- backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately
- using devices outside of class time in a manner that is socially acceptable, encourages community, and is not disruptive

Examples of unacceptable use are:

- use of the Internet for purposes that are illegal, unethical, harmful to the school, or non-productive
- conducting personal business using school resources
- viewing or transmitting any content that is offensive, harassing, or fraudulent
- using programs that harass school users or infiltrating a computing system and/or damaging the software components

- doing harm to computers, personal devices, the network, or other people or their work.
- interfering with the operation of the network by installing illegal software, shareware, or freeware
- plagiarism and violation of copyright laws
- wasting limited resources such as disk space or printing capacity
- trespassing in another's folders, work, or files
- giving out personal information such as your home address, telephone number, email passwords, or passwords to your network filter
- downloading material from the Internet without specific authorization from the Network Administrator
- accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity
- using earbuds without the express consent of a staff member
- using hand-held devices in the classroom without the consent of a staff member
- using any device in chapel or assembly without the consent of a staff member; and using devices outside of class time in a manner that is antisocial and disruptive in nature

Monitoring

All messages created, sent, or retrieved over the Internet are the property of Vernon School and may be regarded as public information. Vernon Christian School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. A good rule of thumb is, "don't put anything into online communications that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law."

Use of Technology During Non-Class Time

VCS encourages the responsible use of technology outside of the classroom. School is a time for genuine interaction with classmates and teachers, and technology should not interfere with this. Our goal as a school is to assist students to use technology in a manner that is socially acceptable, thoughtful, and encourages a sense of community and genuine communication.

Violations

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will consider the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Upon entry into the school community, all students and staff will provide the school administration with a signed copy of this agreement, thereby indicating their commitment to the standards it expresses.

Bring Your Own Device (BYOD) Program

Section 1: Student Expectations for Personal Device Use

Getting your Device Ready for School

Charging

- Bring your device to school every day.
- Charge your device each night so your device is fully charged and ready for use.
- Bring your power cord with you to school each day or have an extra power cord that you can leave at school.

Screensavers, Backgrounds and other device personalization

- Personalize your devices in school appropriate and God honoring ways.
- Device personalization must not violate VCS guidelines.

Device Bag, Backpack, Sleeve

- Bring your device to school in a bag, backpack or sleeve.

Labeling

- Label your device and power cord with your first and last name.
- Attach something unique, like a luggage tag, to your device bag, backpack or sleeve to prevent another student from taking it by mistake.

Anti-Virus Software for Computer

- Install virus protection software that automatically downloads the latest updates on your computer. Keep this virus protection up to date.

Using Your Device at School

Protecting/Storage

- Keep your device with you or locked in your locker at all times.
- Be gentle with your device.
- You must keep your power cord neat and out of other people's way.
- Be careful when removing the power cord. Yanking it out of the device or the electrical outlet may cause damage.
- Do not wrap the cord tightly around itself where the ends can be pulled.
- You are the only person permitted to use your device at school.
- Keep your username and password private.
- Take your device home every day.
- Always carry your laptop with two hands and with the lid closed.
- Protect your device when moving between classes or anywhere else.
- Do not place an excessive amount of additional objects (i.e. folders, textbooks) in your bag/sleeve with the device. Excessive objects can place too much pressure and/or weight on the device screen or hinges in the case of laptops.
- Be cautious about leaving the device unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on or stepped on.
- Clean the screen with a lint-free cloth. No liquids of any kind including water.
- Food or drink should not be placed near the device.

General Use at School

- You are expected to bring your device to school every day.
- Always save your files to two locations when possible (unless using the Google environment).
- Troubleshooting device issues is your responsibility and should be done at appropriate times. However, if you need assistance please ask for help.
- Mute your device sound at all times unless your teacher gives you permission otherwise. Bring earphones for use when audio is required.
- When using your device at school you must abide by the VCS guidelines.
- To save battery life, shut down your laptop when transporting it to and from school or if it is not being used for an hour or more.

Expectations and Consequences

We recognize that digital devices are valuable resources for learning; however, we are also aware that students should be using devices at appropriate times, in appropriate places and in appropriate ways. Thus, we are establishing the following expectations:

Expectations

- Devices are to be placed in your backpack or locker unless being used for learning purposes
- Digital devices are not to be used without teacher permission; not all classes will require the use of your laptop at all times.
- Devices may be only be used for learning activities during class time (see exception in the FAQ).
- At all times use of digital devices must adhere to school expectations.

Consequences

It is expected that all students will be following the expectations for computer use and using their devices in God honoring ways. However, should this not be the case, you can expect that:

- Your teacher will collect your device and turn it in to the office. The device will be returned after meeting with an administrator in the office.
- Misuse of the network or Internet may result in disciplinary action, including emails to parents and withdrawal of access privileges.

Section 2: Frequently Asked Questions for BYOD

When can I use my device at school?

- During all classes when permitted or requested by the classroom teacher.
- In the library during non-class time and only when there is staff supervision.

When am I NOT allowed to use my device at school?

- There will be times when your device is not required to complete work in the classroom. Therefore, if it is not required please keep it in your locker or backpack somewhere in the classroom where it won't be damaged.
- During emergency procedures.
- During non-instructional time (breaks and lunch time).

Can I print at school?

- Due to the adoption of the Google environment at VCS, students will not be allowed to print from their personal devices at school. Printing for projects should be planned ahead of time and be done at home. However, students with their own devices will still be able to log in to the school computers and print when necessary with teacher permission.

My device is not working. What should I do?

- Your computer should be up to date with all relevant operating system updates and anti-virus software.
- You are responsible for troubleshooting problems on your device. However, do not let computer issues get in the way of your learning. Ask your teacher for assistance promptly.
- Occasionally, the school's technology support teacher or System Administrator may be able to help, but you are not to expect immediate help.

What happens if my device is lost or damaged?

- You are responsible for your device at all times. If you give permission for someone else to use your device and it is damaged, you are still responsible.

Will I have a chance to charge my battery during the school day?

- It is your responsibility to come to school with your battery fully charged. If necessary, there will be a place in the classroom for you to charge your laptop. Ensure that your cord is out of the way to ensure safety for both your fellow students and your device.

Can teachers and other school staff look at my device?

- Students and parents should be aware that permitted items of technology are subject to search by school officials if the school has reasonable suspicion that evidence of a violation of the student code of conduct is present on the device.

How is my device connected to the network?

- You will be connecting to the school Wi-Fi and this access will be available throughout the school until the end of the year. Your device will have the same Internet safety filters applied to it as the school computers.

APPENDIX G

Vernon Christian School

Child Protection Procedure

All of us - families, communities and service providers share responsibility for the safety and well-being of our children. That means we must all work together and, if we suspect that child abuse or neglect is taking place, we must report it to a child welfare worker. Vernon Christian School community acknowledges that the primary responsibility for children's safety and well-being rests with their parents. Where a parent is unwilling or unable to care for a child or protect the child from harm, child welfare workers are authorized to intervene.

As teachers or staff, we have opportunities to speak with and observe children's behaviour and may notice changes in them over time. Our role therefore is to be aware of, and alert to, signs of child abuse or neglect. If any one of us has reason to suspect that a child has been, or is likely to be, at risk for abuse or neglect, we have a legal duty to report our concern to a child welfare worker. If a student is in immediate danger, we need to call the police first. Due to our situation in a school setting we have a very important role to play in responding to child abuse or neglect.

The Principal of each Campus will review this policy on an annual basis with teachers and non-teaching staff. The review will include the looking at *The BC Handbook for Action on Child Abuse and Neglect* as well as *Supporting Our students: A guide for Independent School Personal responding to Child Abuse*, a publication of the Independent School Branch.

Staff in-service and Education plan

Staff will review the School's Child Protection Policy at a Principal led workshop to be held during the first week staff is back to school before school begins. The workshop will include the following:

- examining answering any questions staff may have in regards to the school policy and "*Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse*" and answering any questions staff may have.
- leading a discussion of "*The BC Handbook for Action on Child Abuse and Neglect*" and the Campus Principal ensuring that each classroom and office has copy of it in an accessible location.

The Campus Principal will, at the time of hiring, inform any staff member who joins the staff partway through the year of the school policy.

Duty to Report: Any person with reason to believe that a child needs protection has a duty to report directly to a child welfare worker. Informing another person (e.g., a colleague or the principal) does not discharge your legal duty to report directly to a child welfare worker.

Protocol for Reporting Child Abuse or Neglect

1. If a person has reasonable grounds to believe a child is the victim of abuse or neglect, they should immediately report the matter, in detail, to the Campus Principal or designate. On receiving a report of child abuse or neglect the Campus Principal will:
 - Affirm the reporter and take the responsibility of notifying the Ministry of Children and Family Development (MCFD) of the incident by calling 250-558-2700. The Campus Principal's report to MCFD shall include the following:
 - i. informing the MCFD who reported and ascertaining if that person must also call MCFD;
 - ii. explaining the situation in detail and provide MCFD all relevant information;
 - iii. inquiring, in the case of an Aboriginal child, if there is a Delegated Aboriginal Child and Family Services Agency in the area that needs to be notified;
 - iv. inquiring as to whether the police need to be informed of the matter;
 - v. Notify the School Board Chairperson on the day of reporting to the MCFD the circumstances of the incident.
 - vi. Co-operate with the authorities in any investigation of child abuse or neglect subject to the Vernon Christian School Privacy Policy.
2. It is the reporter's responsibility to ensure that the Principal has reported the incident to MCFD.
3. The Vernon Christian School has no jurisdiction in regards to investigating matter of child abuse and neglect.
4. The Vernon Christian School should not contact the parents or guardians of the child or the alleged offender unless given leave to by the investigating social worker or police officer. If given, the Campus Principal may contact these persons to provide support and assistance.
5. If representatives of MCFD come to the school as part of their investigation, proper identification must be presented before speaking to a student will be permitted. School personnel will request to be present during any interview with the student.
6. The school should also co-operate with the authorities in any intervention that takes place. The school will make itself available to provide support and assistance to the child, parents or the alleged offender and to direct these persons to a school counselor or other services within the Christian community.

It is expected that campus principal will provide all relevant information to the investigating social worker and/or police officer when reporting a matter subject to the Vernon Christian School Privacy Policy. Aside from this, all information obtained by educators about child abuse and neglect cases, oral and written, is confidential and will only be disclosed to those persons with a legal mandate to investigate the abuse, or to the person or persons who the investigators allow it to be disclosed to.

APPENDIX H

Vernon Christian School

Assessment Guidelines

Grading and Reporting

1. We believe that the purpose of grading is to communicate an accurate evaluation of a student's ability to meet the learning outcomes of each course/subject. Therefore, student progress will be reported in two **separate** ways:
 - a. *Grades*: a percentage and/or letter-grade, which is a measurement of academic achievement (what a student knows and is able to do)
 - b. *Behavior*: descriptions of the characteristics, actions, and work habits that support achievement
2. In order to assign accurate grades, which support learning and encourage student success, teachers should follow these guidelines:
 - a. Individual achievement of learning outcomes should be the only basis for grades. Other student characteristics such as effort, attitude, behavior, work habits, late completion of assignments, absences, etc., should not be factored into grades, but should be treated as behavioral issues, and should be addressed and/or reported separately.
 - b. Grades should only include summative assessments (assessments OF learning), while formative assessments (assessments FOR learning - practice) are marked and recorded, and/or given feedback only to support the learning process and are not included in grades.
 - c. Grades should always be assigned in reference to specified achievement targets, comparing students' performance against a standard or rubric, rather than against other students in the class (on a curve).
 - d. Grade calculation procedures should be carefully considered, to ensure that the grade each student receives is an accurate and up-to-date measurement of what he/she knows and can do:

Examples:

 - i. emphasizing the most recent summative assessment information
 - ii. basing grades on a "body of evidence" (using the most consistent level of achievement rather than always using the average)
 - iii. exercising professional judgment (discerning and determining, rather than just "calculating" grades)
 - iv. not assigning 0's for missing assessment evidence, but using alternatives such as "I" (incomplete)
 - e. Grades should be based on quality assessment methods with evidence properly recorded
 - i. summative and formative assessments should be recorded separately
 - ii. tests, quizzes, projects, etc. should meet the standards for quality assessment (clear targets, clear purpose, appropriate target-method match, appropriate sampling, and avoidance of bias or distortion)

- f. Students should be provided with a variety of opportunities to demonstrate mastery of learning outcomes, including opportunities to be reassessed to reflect re-taught/re-learned content. Teachers will determine areas where reassessment is possible, and inform students of the conditions that apply (examples: requiring students to make test corrections or provide study notes as evidence of new learning)
 - g. Students should be active participants in the assessment and grading process to ensure that they understand how their grades will be determined, and so that they can communicate meaningfully about their own achievement and progress.
3. Non-completion of essential tasks:
- Some tasks are essential for evidence of learning and must be completed for students to meet the requirements of a course or subject.
 - If such a task has not been completed before the end of a grading period, an “I” (Incomplete/In-progress) will be used on the report card to indicate that course requirements have not been met, and therefore course credits have not been earned. All I’s assigned by teachers will be accompanied with an action plan and timeline.
4. Communicating about student progress:
- We believe that partnership between the school and the home is vital in the growth and education of each student, and therefore recognize the schools’ responsibility to keep parents informed about student progress. Parents can expect timely, understandable, meaningful information about student progress, including work habits, behavior, and academic achievement.
 - Teachers may use a variety of methods to communicate information about student progress:
 - Parent/teacher conferences
 - Report card grades and comments
 - Formal or informal interim reports which may take a number of forms: mark-book print-outs, anecdotal updates or narrative descriptions (letter/email/phone/face-to-face), checklists, or portfolios of various kinds.
 - Test/quiz/project assessment results sent home with students or communicated by email/phone
 - Teachers will communicate learning expectations and assessment criteria to students in clear, easily understandable language, indicating how summative assessments will be calculated into course grades. Teachers shall discuss classroom assessment practices with students at the beginning of instruction.

APPENDIX I

	VCS CLASS SIZE & COMPOSITION GUIDELINES POLICY	Date Passed: June 4, 2018
---	---	--------------------------------------

Note: Based on a summary of requirements from the BC Public School Employers' Association [LOU Memorandum of Agreement Implementation Guide](#) (April 2017)

Class Size Guidelines

Grade	VCS	MoA Agreement	School Act limits
Kindergarten	20	20	22
1-3	22	22	24
4-12	24-30	24-30	30

Exceptions to the class size guidelines listed above:

- a class conducted by means of distributed learning
- a class that is part of an alternate program
- a class that meets for the purpose of a work student or work experience program
- a music class (e.g. band, choir, instrumental music and orchestra)
- a performing arts class (e.g. drama and dance)
- a Planning 10 class
- a Board Authorized leadership course

Some classes have lower class sizes than the grade-specific limitations:

- Secondary English
- Home Economics; Tech-Ed
- Lab courses (usually 24)
- Limitations of the assigned classroom/learning space should be taken into consideration
- Note: multi-grade classes will follow guidelines for the lowest grade level included

When class sizes exceed recommendations, the teacher will be provided with additional support as deemed appropriate by Administration in consultation with the affected teacher and the Education Committee. Examples include:

- Additional support staff assigned to work in the class (EA, Counsellor, Librarian, etc.)
- Additional teaching staff to co-teach with the affected teacher (may include LAT, SERT, Admin. etc.)
- Additional preparation time for the affected teacher
- Other supports that the Principal and teacher agree would be appropriate

Class Composition considerations:

Class composition analysis is intended to provide relevant data about how student needs will affect the learning environment of a class as well as the teacher's workload. This data is used to assist administration in determining class size, assigning students to classes, supporting teachers, and allocating support resources. While quantifying student needs is a complex and subjective task, it is believed that reviewing students on the basis of the following categories can be helpful in approximating the workload associated with supporting students with special learning needs:

- Low incidence SE categories A-H with IEP
- High incidence SE categories K, P, Q, R with IEP
- Students without a SE category but with an IEP or Student Support Plan
- Students who are English language learners and have an Annual Instructional Plan

Along with composition analysis on the basis of the categories above, further considerations should be made where the following factors exist:

- Compelling family issues
- Sibling attendance at the same school
- The age of the affected student(s)
- Distance to be travelled and/or available transportation
- Safety of the student(s)
- Needs and abilities of individual student(s)
- Accessibility to special programs and services
- Anticipated student attrition
- Time of year
- Physical space limitations
- Teacher recruitment challenges