

Kootenay Christian  
Academy  
Parent/Student Handbook



2024-2025

*Information for Parents and Students*  
Revised July 2024

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## **GENERAL INFORMATION**

### **Purpose Of Kootenay Christian Academy**

- To help parents fulfill their responsibility of providing a Christ-centered education for their children.
- To be an extension of the home in encouraging children to become the people God would have them be.
- To provide a program for children to acquire academic knowledge and skills using the B.C. curriculum as a guide.
- To meet the educational needs of children growing up in a rapidly changing, highly competitive society.
- To assist the children in seeing:
  - that the world is God's creation
  - that each one of us is created in His image
  - that they need to consider their response to Him

### **A Non - Denominational School**

Neither a church nor any group of churches operates the school. It functions on a non-denominational basis. Questions of a *strictly denominational nature* are not debated in the school. Students are instructed to talk to their parents or to their pastor for answers to questions on which good people differ.

### **Vision Statement**

To enable all students to achieve their maximum potential in a secure and respectful learning environment, where students are challenged to explore God, His Creation, and their place in it.

### **Mission Statement**

The mission of Kootenay Christian Academy is to assist families by providing students with a Christ-centered, Biblically directed education, which inspires students to pursue excellence in academics, moral character, and service to others.

## **ADMISIONS**

### **Admissions Policy**

Kootenay Christian Academy is open to people of all backgrounds. However, being a Christian school that has its roots in evangelical Christianity, the school will only accept students whose parents/guardians consent to and support their being trained in accordance with Biblical principles.

New students are admitted only after an interview with the family to determine the family's willingness to cooperate with the goals of the school. Returning students may be interviewed as well, and readmitted upon such terms, as the administration deems appropriate.

Parents/guardians of kindergarten students will be asked to complete an Ages And Stages questionnaire ( ASQ).

Routine re-admittance will be granted to all students who have favourable recommendations from the school professional teaching staff.

A student who has been expelled from KCA cannot reapply for admittance until one full year after the expulsion occurred.

A student convicted in a court of law may not apply for admittance until evidence is given that there has been a profound behavioural change. The evidence will consist of three letters of reference, one from a church pastor, one from a teacher, and one from a responsible member of the community who is not related to the applicant. In the case of children in temporary care, each will be examined on an individual basis and may be admitted for a trial period of unspecified duration.

A student who has had significant behavioural difficulties in KCA, as indicated on report cards and anecdotal reports from teachers, will not be readmitted to the school. All new students are admitted on a trial basis. If a student's conduct record in another school, when received in official documents, does not meet KCA standards the student will not be permitted to remain in the school beyond the trial period. Such a student, however, may reapply, after a year has elapsed, and will be considered for admission upon presentation of a satisfactory behavioural record. All regular admissions will be handled by the school administration within the policy guidelines.

A student issued a school suspension in a previous school will not normally be admitted until 12 months have passed since the suspension and a favourable record is submitted.

### **Trial Period For New Students**

Students entering Kootenay Christian Academy for the first time will be admitted on a trial basis. At the end of November or after a 90-day period, their progress will be assessed by the professional school staff to determine whether they have met Kootenay Christian Academy's expectations and the school is able to meet the student's needs.

When the trial period is completed, one of the following will occur:

- a. The trial period will end.
- b. Probation will be invoked.
- c. The parents or guardians will be requested to transfer the student out of KCA.

### **Procedures For Grade Placement**

When a child begins his/her education at Kootenay Christian Academy, great care is taken to ensure that he/she is placed at an appropriate grade level for the best opportunity for success. Research indicates that maturity gives a child distinct advantages in the classroom. It is important that parents who are registering children for kindergarten realize that a child's ability to succeed may improve with increased age. In other words, a child who is five by the end of August often has a distinct advantage over a child who does not turn five until the end of December. In some cases, parents of such children may delay kindergarten entry until the following September if they feel their child would benefit from such a delay. The school, in consultation with the parents, will determine grade placement of the student.

### **Learning Assistance**

Learning assistance may be provided for students who are experiencing learning difficulties. The classroom teacher may submit a referral form to the Student Services department, and after consultation with the parents/guardians, formal and informal assessments may be initiated to determine the most effective way to meet the needs of the child. An Inclusive Education Plan (IEP) may be created by the department after consultation with the principal, classroom teacher, parents/guardians, and student. These plans include objectives, strategies for learning, and methods of evaluation. Although the homeroom teacher is responsible for implementing IEP recommendations, some instruction/remediation may be provided in the Student Services center or through an educational assistant. Confidential records are kept for each pupil. IEPs are reviewed on a regular basis.

### **Special Education Students**

All special education students will have an Inclusive Education Plan (IEP) in place that includes adaptations or modifications as required. The education offered at

Kootenay Christian Academy provides learning opportunities for all students, whenever possible, regardless of abilities or special needs. God equally values all children, and being part of a regular, ongoing community is important to all children, including those with learning differences.

### **SCHOOL SCHEDULES**

#### **Kindergarten to Grade 6**

Entry bell: 8:45am  
Classes begin at 8:50am  
Recess: 10:30am – 10:45am  
Lunch: 12:15pm – 12:50pm  
Dismissal: 3:10pm

#### **Grade 7 to Grade 12**

Entry bell: 8:35am  
Classes begin at 8:40am  
Nutrition Break: 10:15am – 10:25am  
Lunch: 1:00pm – 1:50pm  
Dismissal: 3:15pm

8:35 am	Entry Whistle
8:40 am	Devotions
8:58 am	Block 1
10:15 am	Nutrition Break
10:25 am	Block 2
11:45 am	Block 3
1:00 pm	Lunch
2:00 pm	Block 4
3:15 pm	Dismissal

### **GRADUATION PROGRAM REQUIREMENTS**

In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood Diploma), students must earn a minimum of 80 credits and write the Grade 10 Numeracy Assessment and Grades 10 and 12 Literacy Assessments. The 80 credits must include 52 credits for required courses

(including 8 credits of Career Education courses) and a minimum of 28 elective credits.

### **Required Courses**

Credits must be earned in the following subject areas or courses:

- A Language Arts 10 (4 credits)
- A Language Arts 11 (4 credits)
- A Language Arts 12 (4 credits)
- A Social Studies 10 (4 credits)
- A Social Studies 11 or 12 (4 credits)
- A Mathematics 10 (4 credits)
- A Mathematics 11 or 12 (4 credits)
- A Science 10 (4 credits)
- A Science 11 or 12 (4 credits)
- Physical and Health Education 10 (4 credits)
- An Arts Education and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits)
- Career Life Education (4 credits)
- Career Life Connections (4 credits)
- Indigenous-focused (4 credits)

### **Electives**

Students must complete a minimum of 28 elective credits. These 28 credits may be from Ministry-Authorized or Board/Authority Authorized (BAA) courses, post-secondary courses or external credentials, but not Locally Developed courses. Once the credits for required courses have been met, additional courses in that subject area count as elective credits.

### **Provincial Graduation Assessments**

Students must write a Grade 10 Numeracy Assessment and Grades 10 and 12 Literacy Assessments to graduate.

### **Other Requirements And Options For Earning Credits**

Students must complete a minimum of 16 credits at the Grade 12 level, including a required Language Arts 12 course and Career Life Connections.

(The above information is from the Ministry of Education and Child Care website)



## **COMMUNICATIONS**

### **Protecting Your Personal Information**

KCA gathers and uses personal information to provide your child with the best educational services as outlined in our Mission Statement and school policy. The personal information on these forms is required in order to register your child at KCA, and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow KCA to respond immediately to an emergency. KCA commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent, unless permitted under the PIPA (Personal Information Privacy Act) legislation. KCA does not sell, lease or trade information about you to other parties. For more information on KCA's use, storage and disclosure of personal information, please ask to speak with the Principal, the privacy officer for KCA, at 250-426-0166.

### **Communications**

The school website ([kcacademy.ca](http://kcacademy.ca)) contains important information, including a year calendar, to assist families with planning for the year ahead.

Face to face communication is also an important aspect of our school life. Contact with parents/guardians regarding students' progress is an important part of our elementary program. In addition to three formal reports, teachers and administrators informally communicate with parents (using phone calls, notes, interviews, emails, and other messages) regarding student progress and behaviour. Parent/teacher interviews are scheduled following the first and second term report cards. Parents/Guardians are strongly encouraged to attend these sessions as it is an excellent opportunity to meet with teachers personally to discuss your child's academic progress and personal development. Besides, teachers enjoy getting to know the parents of their students.

Teachers communicate with their students' families on a monthly basis using homeroom newsletters and/or a class website. These newsletters/sites allow teachers to inform parents of special events, needs for volunteers or materials, field trips, and current projects.

The best way of contacting a staff member is to use email. There are links provided on the school website.

The school newsletter is emailed to families monthly, and contains important announcements and newsworthy events related to school life. Weekly updates are also sent from the office.

Increasingly, the school is using social media to communicate with parents. Like us on Facebook (<https://www.facebook.com/kootenaychristianacademy>)

## **HEALTH AND SAFETY**

### **Injury Or Illness**

In the event of an accident or illness, the school will phone a parent/guardian. If the school is unable to contact the parent/guardian the office or teacher will phone the emergency numbers given on the registration form. If required, an ambulance will be called or the student will be taken directly to the East Kootenay Regional Hospital Emergency Room. The parent/guardian will be requested to meet their child there, but ordinarily the child will be kept at school until the parent/guardian arrives.

**Note:** It is crucial that all emergency information at the school be kept up to date! Parents/guardians of children with a medical condition that is life threatening (e.g. bee sting or food allergies) or may require emergency care must complete a medical alert form at the beginning of the school year and update it on an annual basis.

### **Medication**

Parents/guardians should notify the school office if their child is on medication in the event a medical incident involving their child occurs at the school. This is not only a courtesy to school staff (medications can affect a student's behaviour in the classroom), but may prove to be invaluable information in the event of a medical emergency when the parents/guardians cannot be reached. Prescription medications cannot be administered to students without written permission from parents/guardians and with a doctor's instructions. These instructions must include the dosage and under what conditions medication is to be administered. A Request to Administer Medication Form (available from the school office) should be filled in by the parents/guardians if the medication is a routine daily medication for a particular condition or is part of a child's Medical Alert Plan. The completed form will be kept on file in the office.

### **Head Lice**

Head lice can spread to anyone, and while certainly an annoyance, they fortunately are not a health risk. The primary responsibility for control of head lice resides with school families; the school will provide information, so families know if a response is required. If a student has head lice, a letter will be sent home informing the families of that class that their child may have been exposed. The letter will provide information on how to inspect for lice at home and how to treat a discovered infestation. If your child has lice, please inform the school so that its spread can be prevented. Your privacy will be respected.

### **School Closure Due To Weather**

The determination of school closure is made by the Principal on the basis of student safety and whether or not the roads are safe to travel. In extreme conditions that make travel to school inadvisable, the school will be closed. The local media (TV, radio, etc.) will be notified of any school closure. Please refer to the school's webpage and Social Media(Facebook), for school closure information as well.

### **Campus Evacuation**

If it is necessary to evacuate the campus, students will be moved to a safe location such as Joseph Creek Care Home or Steeples School. Parents will be advised of the location of the evacuation site through a phone call, a posting on the KCA website, and through social media.

### **Fire, Earthquake & Lock Down Drills**

Procedures for emergency drills are posted in each classroom, and teachers review these procedures with students in September and prior to emergency drills. When the fire alarm sounds, students are required to exit in a quiet, calm and orderly manner, and obey instructions from the supervising teacher. A LOCK DOWN is called if an immediate school lock-down is warranted. Six fire, three earthquake and two lockdown drills are required by the Ministry of Education and Child Care each school year. At KCA all our emergency drills include earthquake, lockdown and fire evacuation.

### **PICK-UP AND DROP-OFF**

#### **Scheduled Pick Up Routines**

If someone other than who normally picks up a student arrives to pick up the child, and the student is unaware of the change, parents must notify the office staff by phone, in person, or by email. The office will then notify the child of the change. No student will be allowed to change his/her normal going home procedure without advance notification to the school by the parent/guardians. Similarly, if the person picking up the student is delayed due to traffic or some emergency, the school must be notified as soon as possible. In situations where a non-custodial parent has had access legally restricted, the custody arrangement outlining the terms and restrictions *must* be filed in the school office. The school will comply with the stipulations of the court.

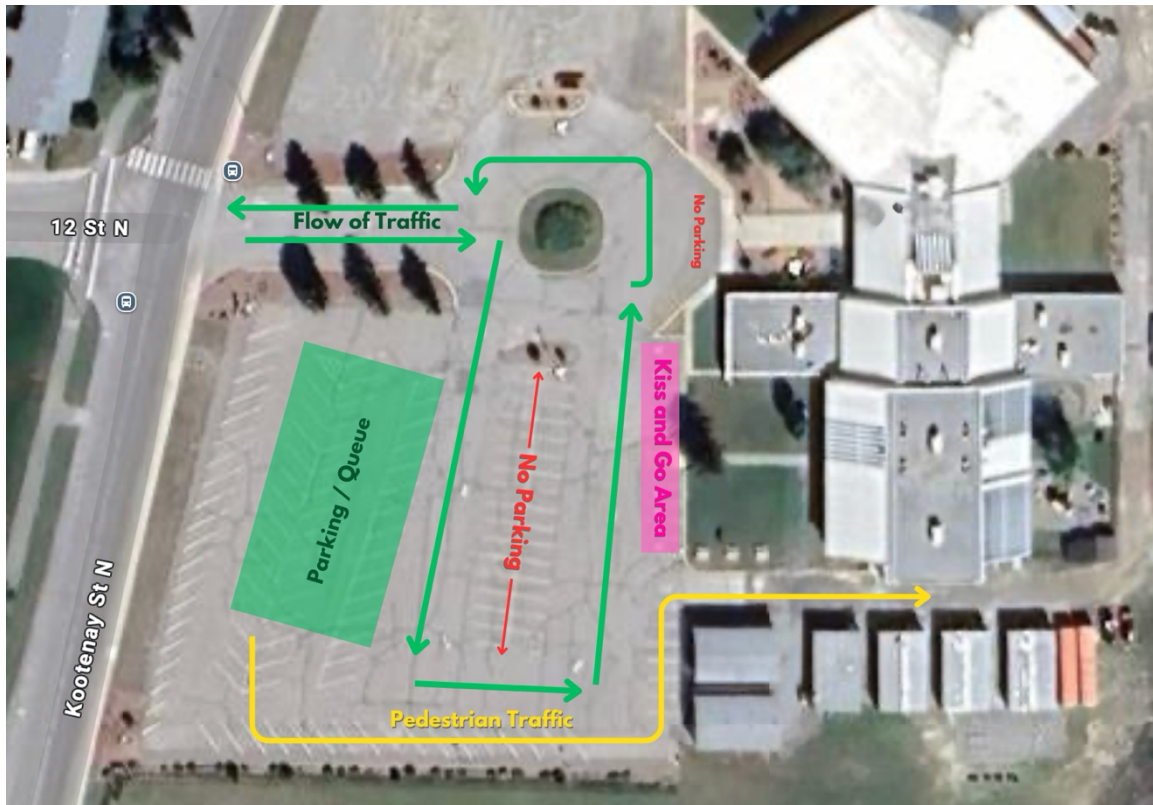
#### **Entry To School Building**

Unless they are meeting a staff member, the school building is not open to students before the 8:45am bell. In the morning, students should wait outside in the supervised grass area. Kindergarten students are to use the front school door and may be

accompanied to the door of their classroom, but will enter independently after Spring Break. Grade 1 and 2 students will use the back school door to enter independently.

### **School Parking & Drop-Off**

All incoming traffic should enter the church parking lot from Kootenay Street North and park in the parking lot at the south end of the building. The first five parking spaces on the left side in front of the school are reserved for the church staff. Five spots south of the fire hydrant are also for church staff or visitors. **Please refrain from parking in these spots at all times.**



The GREEN ARROW shows the direction of moving traffic through the parking lot.

### **Drop-off**

IF you are dropping off students please follow the arrow to the pink box area. Pull into the coned area. Have children ready to exit on the curb side. Once children have left the vehicle, pull out into the green arrow flow and exit the parking lot.

If you are parking and escorting your children into school, follow the green entry arrow and park in the purple box area. You will exit the car WITH your children and follow the yellow path to the school. Exit via the green arrow when leaving.

***Children are not allowed to walk in the parking lot alone.***

### **Pick-up**

Students will be assembled in their classes on the front lawn at the end of the day. (3:10-3:15pm) Enter the parking lot via the green arrow.

If you see your children ready on the front lawn, pull into the pink “kiss and go area.” Supervisors will let students know that their ride is here. Students will enter the vehicle on the curb side. Exit the parking lot safely via the green arrow.

If you are early and your child/ren are not ready on the lawn, pull into the park/queuing area. Once you see your students on the lawn, flow into the green arrow traffic and pull into the pink KISS AND GO area. Exit the parking lot safely via the green arrow.

If you are parking and picking up your child/ren in person, pull into the purple park area, walk via the yellow pedestrian path and pick up students from the front lawn. If you wish to visit with other parents, please move to the playground area and keep the front lawn area clear. Follow the yellow pedestrian path back to your vehicle.  
**Children are not allowed to walk in the parking lot alone.**

**Students who are not picked up by 3:20pm will be directed to the office to wait for pick up.**

### **Provincial Health Response Protocol**

Provincial COVID 19 protocols are no longer in effect; however, should they or any other protocols ordered by the Provincial Health Officer be re-enacted the following procedures will be in effect:

Due to social distancing protocols, the parking/queue will no longer be located on the school side of the parking lot. Preferred method of pick up and drop off is through the Kiss and Go area. We are asking all parents who wish to park, to park on the gravel side of the parking lot and walk along the sidewalk to collect your child/ren if you choose. Please maintain social distancing while on the front lawn.

### **Supervision Before & After School**

Supervision before school does not begin until 8:30am. Parents/guardians who must drop off children before this time due to work situations, etc., must make arrangements for their child’s supervision by another parent or contact the school office.

Supervision after school is on the front lawn only, and extends to 3:15pm. Students not picked up by this time, will wait in the school office.

## **VISITORS**

### **Parent/Guardian Visitors:**

In order to ensure the safety of everyone at KCA, we must be aware of who is in the building at all times. Parents/guardians are always welcome to visit the school, but before visiting the classroom, parents/guardians and visitors must check in at the office. This enables the office to be aware of who is in the school and take the appropriate action in the event of an emergency such as a school lock down. All visitors during the school day (including parents/guardians and volunteers) are required to sign in at the office where they will be issued a "visitor" nametag. This identification assists with keeping our students, staff and property safe from unwanted trespassers. School staff will ask any unregistered guests to sign in and notify administration.

### **Student/Child Visitors**

A request to have a non-enrolled friend accompany a student to classes must have teacher approval and be approved by a school administrator a day in advance of the visit.

## **PARENT PARTICIPATION**

### **Volunteers**

KCA we welcomes volunteers! It is a partnership between the school and home that greatly benefits children, parents/guardians and teachers. We warmly welcome those who wish to volunteer. All volunteers must register with the school prior to volunteering, and must complete a Criminal Record Check through the Ministry of Public Safety and Solicitor General. Please see the Office Manager for more information on how to request a criminal record check.

The following obligations are required from all volunteers assisting in the school:

1. Volunteers must observe all school policies and regulations and respect school confidentiality requirements.
2. Volunteers must respect the professional role and judgment of staff, remembering that school personnel are the authority at all times.
3. Volunteers should try to consistently meet their commitment to the school, especially if a teacher is depending on help with planned activities.
4. Volunteers are required to report to the school office to sign in and out. This procedure assists with keeping track of who is in the building for safety and security reasons.

### **Parents Group**

This group of parents meets monthly with administration to plan activities that build community and enhance the school experience of our students and parents/guardians. The Lion's Den had used proceeds from the hot lunch program to fund equipment and activities for the school. If you are interested in joining the Lion's Den, or if you would like to volunteer some time, please contact the school office for more details.

### **Partnership Agreement**

Kootenay Christian Academy will:

- Fulfill the mission and vision of Kootenay Christian Academy.
- Teach with and from a Christian perspective in all aspects of the school's curriculum and activities.
- Encourage excellence for each student in all aspects of learning opportunities beyond the classroom that promote the growth of students in spiritual formation and seek to strengthen their faith commitment.
- Pray for your child, your family and the school.
- Provide and model opportunities for all students to participate in Christian devotional and service activities.
- Maintain consistent communication regarding your child and the school and provide opportunities for parent involvement.
- Show respect for your child and your family and ensure that representatives of the school model a Christ-like attitude towards students and families.
- Uphold standards in expectations of student behaviour and in discipline of student's misbehaviour as laid out in our policies and procedures manuals.

As a Parent/Guardian, I:

- Agree with the vision and mission statements of Kootenay Christian Academy and understand that our child's education will be in harmony with the Constitution and Bylaws of the governing body of the school as well as the policies of the school and that my child(ren) will be subject to the authority of the Board of Directors, the Administration, and the instructional staff. (Constitution & Bylaws and Operations Manual can be found on [kccademy.ca](http://kccademy.ca))
- Will pray and/or encourage students and staff.
- Understand that the grade placement of my child(ren) will be made upon the recommendation of the principal in consultation with the parent/guardian.
- Support Kootenay Christian Academy through volunteering where the need arises in helping build and grow the school community and student experience.
- Support KCA fundraising initiatives to ensure the long term sustainability of the ministry at KCA.
- Will adhere to the policies relating to school fees.
- Intend to attend KCA starting on the date in the student Acceptance offer.

- Understand that once students are registered or enrolled, I must give 30-days written notice of withdrawal. Less than 30-day's notice will result in a penalty of the current month's tuition plus one additional month. Have provided a method of payment in the registration package.
- Understand that the tax receipt will go to the name and address provided in the registration package.
- Understand that it is my responsibility to update the school office of any changes to my financial information.

**Statement of Faith:**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)

We believe there is only one God, eternally existent in three equal persons - Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His victorious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His physical resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)



## **SCHOOL LOGISTICS**

### **Report Cards**

The school year is divided into three terms, with report cards typically sent home in November, March, and June.

As specified by the Learning Update Order, at the end of the school year Boards of Education must provide 1 written Summary of Learning to parents/guardians. The Summary of Learning will use clear and accessible language to provide information about student learning in relation to the Learning Standards of the Provincial Curriculum.

#### **Primary (Grades K – 3)**

In addition to emails, monthly newsletters and the use of Student Agendas, the School has the required three formal and two informal reporting periods. The written report cards are based on the Provincial Performance Scales and include student self-assessments and goal setting on the Core Competencies. The report card contains information about what the student is able to do, areas requiring further attention or development, and ways of supporting their learning.

#### **Intermediate (Grades 4 – 9)**

In addition to emails, monthly newsletters and the use of Student Agendas, the School has the required three formal and two informal reporting periods. The written report cards are based on the Provincial Performance Scales and include student self-assessments and goal setting on the Core Competencies. The report contains information about what the student is able to do, areas requiring further attention or development, and ways of supporting their learning. In Grades 4 to 9 letter grades are used in addition to anecdotal comments.

#### **Graduation Program (Grades 10 - 12)**

(Grades 10-12 Ministry of Education and Child Care Reporting Policy.)

In Grades 10-12, written Learning Updates:

Must include letter grades and percentages for each subject or course currently being studied.

Must contain descriptive feedback describing where a student is at in their learning, and any areas of future growth.

Should also contain a description of student behaviour, including information on attitudes, work habits, effort, and social responsibility.

Will also include a Graduation Status Update on the final written Learning Update of the school year.

Provincial transcripts will contain letter grades, percentages, and course credits. As well, the student's results from the three Provincial Graduation Assessments will be recorded on the transcript. Graduation Numeracy and Literacy Assessments are reported on students' transcripts using a proficiency scale, except for the Grade 10 Literacy Assessment for which students' transcripts will indicate only "requirement met."

### **Chapels & Assemblies**

Assembly times are scheduled for Monday mornings. All students in Kindergarten through Grade 6 are expected to attend. Various classrooms host chapels once a month, and Middle and High School students are expected to attend. These are very special times of learning about Jesus and building school community. Parents/guardians are always welcome to attend school chapels and assemblies, but are asked to follow the school's visitor protocols.

### **Lockers**

Middle and High School Students will be assigned lockers on the first day of school, and it is their responsibility to see that the locker is secure at all times. Lock codes/combinations will be recorded by homeroom teachers. Students must not use any substance that will mark the inside of the lockers. Material that contradicts Biblical principles or the school's values should not be posted in the lockers. Failure to keep lockers secure and in good order may result in the loss of locker privileges.

### **Sports Programs**

The Physical Education program at KCA is comprised of 3 components:

1. Physical and Health Education Classes
2. Intramural sports (lunch hours)
3. Interschool sports

All students in grades 7-9 are required to take part in PHE classes. If a student cannot take part in classes for any reason, a parent/guardian must communicate this directly to the PHE teacher- this information cannot simply be passed on verbally by a student.

**All Middle School PHE students at KCA are required to wear the KCA gym strip (shorts/track pants and a KCA T-shirt).** A student missing PHE gym strip must still participate in their PHE class by their effort mark may be impacted by this lack of preparation; a pattern of missing PHE gym strip will be referred to the vice principal.

The interschool sports program offers a variety of opportunities for students to participate on sports teams and compete in an array of sporting events, which in

the past have included volleyball, basketball, track and field. If you are interested in the inter-school sports program, contact the school's Athletic Director. At the grade 7-9 levels, interschool team participation is based on commitment (attending practices and games) rather than try-outs for limited spots.

### **Gym Classes**

Students will visit the gym for physical education classes on a regular basis and for various sporting activities. No students will be allowed in the gym unless supervised by a teacher. All students need to have non-marking running shoes for gym use. Grade 5 and 6 students must wear shorts or track pants and a t-shirt. KCA t-shirts may be purchased from the office.

### **Gymnasium Use**

Non-marking running shoes must be worn for all gym activities. Student activities in the gym require teacher supervision at all times.

### **Field Trips**

Teachers are encouraged to take several field trips during the school year. A "Field Trip Permission Form" is sent home prior to the field trip. For a student to be eligible to participate, forms must be completed and returned promptly to enable arrangements to be confirmed. Students and parents/guardians will be informed of each trip at least 5 days prior to the outing. If a child is not permitted, by his/her parent/guardian to go on a trip, the parent/guardian is requested to write a note to the school and arrange care for their child during that time. We encourage parents to help with transportation and supervision when necessary. All drivers must complete a driver's abstract and insurance verification form, which is placed on file in the school office prior to any field trip. All volunteers also require a Criminal Record Check. All students under the age of nine are required **BY LAW** to travel in a booster seat. No child will be permitted to go on a field trip without a booster seat.

### **Library**

During library class, students are given instruction on locating, evaluating and using information, and are given time to sign out books for research or leisure reading.

We appreciate the responsible attitude that students show toward materials from the library. However, the school needs to be reimbursed for materials (including book bags) that are lost, damaged or not returned. Students will not be allowed to check out new books until the matter is resolved.

### **Student Agendas (Planners)**

We believe that it is a life skill to keep oneself organized and prepared. Students in grades 1- 6 use an agenda to help them organize their materials, plan for assignments, and keep track of tasks. They receive instructions from their classroom teacher regarding this system during the first week of school. Assigned work is recorded in the appropriate space along with any reminders of special events or activities. Student agendas are an excellent communication tool. We encourage parents/guardians to check student agendas daily and discuss the learning highlights of the day.

### **School Pictures**

Individual school pictures will be taken early in the school year, and are used for the school annual; families have the opportunity to purchase these pictures. Classroom photos are taken in the spring.

### **Lost & Found**

It is imperative that students take responsibility for their belongings. It is helpful to label student personal items such as PE attire.

Lost articles of clothing are kept in the Lost and Found Box located in the hall by the office. The Lost and Found items are removed from the school and donated to a local charity after being displayed in assemblies once a month. Items of greater value (e.g. watches, wallets and eyeglasses) will be kept in the school office.

### **Parties For Special Occasions**

Birthdays are acknowledged and celebrated in the classrooms. If you would like to send a treat on a certain day to celebrate a birthday or for some other reason, coordinate the details with the classroom teacher so he/she can plan accordingly for the day. Please distribute invitations to birthday parties outside of school hours.

### **Office Telephone Use**

If a student needs to call home, he/she will use the classroom phone. Students forgetting non-vital items at home or asking parent's permission to go to a friend's house after school are not reasons for calling home.

Elementary students are not to bring cell phones or other personal communication devices to school.

If you would like to contact a teacher or student during school hours, please leave a message with the office staff or on the answering machine. Students and teachers are normally not available during class hours (8:50am – 12:15pm, 1:05 pm - 3:10pm) to receive phone calls.

## **SCHOOL SUPPLIES & RESOURCES**

### **Indoor Shoes**

For safety and dress code reasons, all students are required to wear shoes in class. During wet or muddy weather conditions, students should have an extra pair of footwear at school for indoor use.

### **School Supplies**

KCA students are provided a basic classroom supply package by the school.

### **Required Books**

Textbooks are supplied when required, but students are responsible for them. Students with damaged and/or lost textbooks will need to pay for a replacement.

### **Attendance**

The school's attendance policy marks the convergence of several values: safety, respect for others, self-discipline, giving one's best effort, and honesty. It is our commitment as a school to provide families with the information needed to make wise decisions and uphold school values. (Please see KCA's Attendance Policy on our website for complete details)

### **Absences**

Three main reasons exist for advising the school of student absences: safety, legal requirements (for funding purposes - the Ministry of Education requires the school to account for student absences), and student learning (achievement likely suffers when students are absent, and absences create extra work for school staff).

Parents/Guardians, please:

- Advise the school office before 8:45 a.m. if your child will be absent or late for any classes that day. The reason for each absence can be given in person or by note, email ([secretary@kccademy.ca](mailto:secretary@kccademy.ca)) or telephone (250-426-0166).
- Make medical and dental appointments ~~for~~ outside of school hours, if possible. Advise the office of appointments which your child must keep during school hours.
- Advise the office *several* days in advance if your child will be absent for a pre-planned period of time (e.g. family vacation). This allows office staff enough time to inform all your child's teachers so they can prepare appropriate make-up materials. In elementary grades, much of the learning is dependent on teacher instruction and it may be difficult to assign make-up work to be independently completed. At the intermediate level, failure to complete make-up work will negatively affect report card grades.

Unexcused absences will be dealt with as follows:

- The first unexcused absence will require the Principal to contact the parents. The second unexcused absence will result in a letter being sent to the parents/guardians reminding them of the school's attendance policy.
- After seven unexcused absences the student will be placed on probation.

### **Late Arrivals**

Being late to school is very disruptive, but it also causes a loss of important instruction and learning time. While sometimes difficult, we strongly encourage students to arrive to school on time and prepared for a day of learning.

### **Excused Lates**

There are occasions when lates need to be excused. These considerations include appointments, health issues, road conditions (including snowy/icy weather, traffic accidents and road construction), and car problems. If these events cause your child to be late, parents/guardians are asked to...

- Make a request for the late to be excused. This is done by advising the office as soon as possible of the reason for the late. The request will only be accepted from a responsible adult – not a child. The request for the late to be excused may be made in person or by note, email (secretary@kccademy.ca) or telephone (250.426-0166). Please note: after one week, any lates that have not had a request granted will be considered unexcused.

### **Unexcused Lates**

Any late that has not been excused will be considered an unexcused late. Unexcused lates will be dealt with in the following manner:

- At 6 unexcused lates in a school term, a letter will be sent to parents/guardians advising them of the issue. Parents/guardians will be asked to acknowledge receipt of this letter and to rectify the problem.
- At 12 unexcused lates in a school term, parents/guardians will be asked to meet with the Principal, as there is evidence of lack of required support of school policies and values. The student may be placed on probation.

## **BREAKS**

### **Recesses & Lunch Break**

Students have a 50-minute lunch break from 12:15pm – 1:05pm and a 15 minute recess in the morning from 10:30am – 10:45am. Students have approximately 15 minutes to eat lunch in their classroom and are required to sit at their desks to eat.

### **Staying In At Recess Or Lunch**

Students who need to be excused from recess or lunch activities must have a note from their parents/guardians. These students will spend recess engaged in quiet activities in the classroom. Students may need to stay in to work during recess or lunchtime to finish incomplete schoolwork or as a behaviour consequence.

### **Inclement Weather**

Please ensure that your child is dressed properly for the weather. Proper coats, gloves, hats and boots should be worn during the winter months. Students should not play on wet days without a coat and boots. In the case of inclement weather (excessive rain or cold), the administration will determine whether or not students will be allowed outside for recess. On days when there is considerable rainfall or wind chill temperatures are below  $-20^{\circ}\text{C}$ , students will be supervised inside.

## **STUDENT EXTRACURRICULAR OPPORTUNITIES**

### **Intramurals And Extra-Curricular Activities**

Intermediate students at KCA have the opportunity to take part in various athletic activities including intramurals and extra-curricular sports. Intramurals take place during designated room hours: the focus of this program is on participation, fun and the encouragement of student leadership. The extra-curricular athletic program emphasises these concepts as well as skill development, require after school practices and games Parents/guardians must give permission for their child to make a commitment to a school team, realizing that many games are played at other schools.

### **Additional Expenses**

At various times during their years at KCA, students may be asked to pay for certain extras that are not include in the school fees. Such things as activity day and extracurricular activities may have additional costs associated with them. If there are any concerns or questions regarding these costs, we encourage parents/guardians to discuss the matter with the teacher or administration. We never want finances to hold back a child from participating in school opportunities.

## **STUDENT EXPECTATIONS / CODE OF CONDUCT**

Love | Honour | Respect | Care

### **Discipline**

Children, much like adults, are a work in progress. We are all learning about God, ourselves, others, and how all three interrelate. As a work in progress, we all make errors of judgement and require discipline in order to learn from our experiences. The school staff endeavours to partner with parents in the training of Godly students. The goal of all discipline is to help the individual develop self-discipline, restore relationships, and protect the school's environment of learning and growth. A wide range of methods and approaches are used at the discretion of the teachers and administration.

The standards for behaviour at Kootenay Christian Academy are outlined by the school values of passion for God, acting with love and respect, having a Biblical worldview, being responsible for one's personal development, and serving others. When a student requires discipline, the goal is to bring the problem to an end and to benefit from the learning experience. Students who are disciplined will be helped to understand what they have done wrong and to take ownership of both the problem and its solution. Wherever appropriate, parents are kept informed and involved in this process. Misbehaviour such as bullying, bad language, fighting, or flagrant disrespect for others are considered serious incidents and may be subject to immediate suspension from school.

### **Parental Appeal Policy**

Attempts to resolve problems will begin at the lowest level of authority and move as the need requires in orderly manner through the levels of authority starting with the teacher, next to the Principal and lastly to the Board. This is based on the Biblical principle given in Matthew 18:15-18. All appeal processes will follow the above procedure as appropriate to the situation.

### **Bullying**

A basic Christian and KCA value is to show love and respect in relationships with all people regardless of their gender, race, culture, religion, sexual orientation or gender identity. Each student has the right to feel included in the school community, feel physically safe and socially connected. Bullying will absolutely not be tolerated. It is not a normal part of growing up, it does not seek to imitate Christ by putting others before oneself, nor is it healthy for the victim or bully. There is no viable rationalization for bullying.

Bullying can be defined in a number of ways. Key to understanding bullying is the realization that it involves disrespect for others, created through a power



imbalance, and may involve repeated incidents. Through this disrespect, the student or group acting as the aggressor creates an environment that disrupts the physical or psychological safety of another student or group. This environment can be created through the actual use or mere threat of physical harm, harassment, intimidation, or social ostracization.

It is not limited to behaviour that occurs at school. It may occur off campus or after school hours, and it may happen through direct personal contact or through texting, email or social media. If the behaviour of an individual or group of students causes another student to feel threatened, harassed or socially blacklisted, it will be dealt with as bullying.

Students at Kootenay Christian Academy are taught to report bullying incidents to their teacher so they can be dealt with. Teaching staff will deal with the issue initially and will also inform administration so that bullying behaviour can be documented and monitored. The aim of school action will be to stop the bullying immediately and the school will support the victim and his/her family. Parents will be informed if their child is involved in a bullying incident as the aggressor or the victim. If parents are aware of bullying issues or suspect that bullying is taking place, they are asked to inform school administration so the matter can be properly dealt with. Not reporting a bullying incident hides the problem, sends a wrong message to the victim and bully, and may allow bullying to continue or spread to other students. Consequences, from the removal of privileges up to/and including suspension will always be applied. In elementary grades, consequences need to be followed by proper counselling. It is important that bullying incidents be understood from the victim's perspective as the aggressor may not fully understand or accept the significance of his/her actions and how they were interpreted by the victim. Following action against bullying, the school will follow up by periodically checking in with the victim and the perpetrator to ensure that bullying does not reoccur. A pattern of bullying will result in the student's enrolment being reviewed. Restoration of a proper, respectful relationship is always the goal.

### **Dress Code**

Students come to Kootenay Christian Academy to learn, work, and interact in positive ways. The appearance of our students and staff needs to support and emphasize both the purpose and values of the school. What may be perfectly appropriate to wear in some other settings is not necessarily appropriate for school. Having a dress code teaches students to be neat, clean, to respect the values and learning environment of the school, and to be considerate of others. In the elementary grades, part of the reason for the dress code is to train students before they encounter the physical and societal pressures of adolescence.

All student dress must conform to the following criteria. A student whose appearance does not conform to these guidelines will be asked to change before returning to class.

1. Students will dress in a manner that supports the values of the school.
2. Students will dress neatly and modestly so they are not a distraction to others. Some examples of clothing that do not meet this criterion include, halter tops, and exposed midriffs and/or underclothes.
3. Outside attire, such as hats, coats, and sunglasses, should not be worn in class.

### **Electronic Equipment**

Learning to interact with and be a member of a community is an important part of a child's growth and development. With this in mind, personal listening and gaming devices must not be used while at school (including lunch and recesses). These items should be left at home and will be subject to confiscation unless teacher permission for a specific class activity has been granted. Mobile phones should never interfere with the classroom-learning environment and are not allowed to be used during school hours. For privacy reasons, students must not take pictures or video of others at school unless it is for a specific school activity or they have received permission.

### **Playground Rules**

1. KCA emphasizes putting others above ourselves. Students are instructed to engage in activities that do not go against this philosophy (e.g. running up the slide while others are trying to slide down or playing a tag game in the middle of a soccer match).
2. Games involving play fighting or tackling are not allowed.
3. The parking lot, the hill and fenced off areas are out of bounds.
4. All areas of the neighbouring properties are out of bounds.
5. Being considerate of others' safety, students must not throw snowballs.
6. Garbage must be placed in the provided garbage cans.

### **Heelys, Bicycles, Skateboards, Scooters & In-Line Skates**

Students who bring bicycles to school are asked to ride cautiously in the parking lot. Helmets are mandatory – it's the law! Upon arrival, bicycles are to be parked and locked in the stand provided. The school takes reasonable precautions to protect bicycles while on school property; however, bikes are brought to school at the families' own risk. Skateboards, scooters and in-line skates are not to be used on school property. Infractions will lead to confiscation. Heelys, or other shoes with wheels on the bottom, are not to be worn at school.

### **Homework**

Homework is assigned on an age-appropriate basis, and for most children in the lower grades, is limited to such things as reviewing math facts, learning spelling words, and reviewing Bible memory work. Intermediate students need to establish

good study habits and will have to study for tests or complete projects at home. Assignments that are not completed within school time may also be sent home as homework.

#### How Can Parents/guardians Help?

- establish a consistent "homework time" at a quiet space to work
- provide resources (dictionary, pencils, proper lighting, etc.)
- encourage efficiency through organization of time
- practice math drills
- read with your children and discuss the ideas found in what they have read
- check for understanding of material in preparation for upcoming tests
- help with spelling
- encourage completion of tasks
- praise your children for their efforts
- limit social media/screen time

## **STUDENT CODE OF CONDUCT**

As a Christian community, we want student behaviour and conduct to be guided by Jesus' command to love God above all and our neighbour as our self. This includes:

### **1. Our Relationship with God (Love)**

- a. Speak of God in respectful ways
- b. Encourage a close relationship with God in others as well as ourselves, through activities such as Bible reading, prayer and worship
- c. Live as sons and daughters of the King, believing we are perfectly made in His image

### **2. Our Relationship with those in Authority (Honour)**

- a. Be respectful in our speech and conduct
- b. Be obedient to those in authority over us
- c. Encourage others to be respectful of authority

### **3. Our Relationship with Others (Respect)**

- a. Be respectful of others
- b. Address one another properly and do not resort to name-calling, swearing or crude language towards one another
- c. Give of ourselves to others and encourage everyone to feel included
- d. Remember that there is "no touching except for helping"
- e. Learn to apologize when we fail and to seek God's forgiveness as we strive to live in fellowship with one another
- f. Respect each other's property and use only with permission

### **4. Our Relationship with school property (Care)**

- a. Be careful in our use of school property, which includes the books, furniture, equipment, technology and the building
- b. Treat the playground and outdoors respectfully
- c. Report any damage done and pay for damages when we are responsible
- d. Accept personal responsibility for the cleanliness of the school and the grounds