



**POWELL RIVER CHRISTIAN SCHOOL  
PARENT HANDBOOK  
AND  
CODE OF CONDUCT**

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**Welcome**

Welcome to the PRCS School Community. This handbook has been developed to enable the school to run efficiently and effectively in pursuing our mission statement. It will, from year to year, change slightly as we learn and become aware of better ways to pursue our mission. We hope you find it clear, helpful and consistent with whom we desire to be and become as a school community.

## **Powell River Christian School Mission Statement**

PRCS desires for our students to excel academically, become people of integrity and impact their world for Christ. We encourage students to develop self discipline, creativity and critical thinking while employing all talents to the honour of God. We endeavour to be a school where prayer and the word of God is central and where JESUS reigns in the hearts and minds of our children.

## **Powell River Christian School Vision Statement**

A Christ Centered Education - Equipping Children for Life

## **A ) PRCS HANDBOOK**

### **COMMUNITY CODE OF CONDUCT : A Guide to Standard of Behavior**

#### **A Safe and Caring School Community:**

Our goal at PRCS is to follow Christ's example. Therefore, we hope to create a learning environment in which all students feel welcome and accepted. At PRCS, we want to strive for a safe and caring school culture in which all students are free to engage in respectful conversation in pursuit of truth, as we seek to be formed and reformed by God's Word.

“Powell River Christian School promotes safety, respect and acceptance of all students regardless of their race, culture, ability (visible or nonvisible) or sexual orientation. We strive to promote a safe physical, emotional, and spiritual well-being environment. We will promote mutual respect among all community members; students, parents/guardians/grandparents, teachers and staff. We accept all students; regardless of any difference in that which is visible or unseen, all community members are sought to be included and accepted. Together, we form a community that will contribute to a positive school climate as each member seeks to reinforce these community values.”

## *Respect - Accept - Care - Engage*

Remain in my love.... Love each other as I have loved you - Jesus.

### **Spiritual Impact**

PRCS desires to provide a distinctly Christian education. Our teachers have shaped our weekly chapel sessions and their daily instructional approach to highlight discipleship characteristics. As a student progresses in their spiritual learning, each will come to a greater understanding of God's character and work on becoming more like Him. When Our students transition out of PRCS , we aspire that each will exhibit many or all of the following characteristics:

- God Worshipper: One who stands in awe of God and His promises, who seeks intimacy with God and follow Him.
- Image Reflector: One who is Christ-like.
- Justice Promoter: One who identifies and responds to injustices.
- Dominion Holder: One who makes the most of every opportunity God has given them.
- Creation Caretaker: One who enjoys, values, and protects God's creation.
- Community Server: One who sees and responds to the needs of society with a servant's heart.
- Beauty Creator: One who praises God by creating beautiful things.
- Temple Keeper: One who keeps the mind, body, and soul pure and holy for God.
- Truth Speaker: One who seeks and proclaims truth in all areas of life.
- Idolatry Discerner: One who notices and evades the idols of our time.
- Order Discoverer: One who recognizes that all creation has order and points back to God.

As our vision states, PRCS is committed to *Christ centered education*, where our students are given the opportunity to understand and explore their personal faith with God. Throughout all subjects and instruction each student will be encouraged to develop a strong Christian worldview .

### **Academic Credentials**

PRCS is an independent, co-educational, non-profit school that has obtained Group 1 certification. This qualifies the school to receive the educational support grant from the Government of British Columbia.

PRCS is a member of the Society of Christian Schools of B.C (SCSBC) , Federation of Independent School Associations (FISA) and Christian Schools International (CSI). These educational associations offer professional assistance in developing distinctive Christian dimensions of school operations and curriculum development.

All of PRCS's paid teachers are certified by the B.C College of Teachers.

## **Society of PRCS**

The Powell River Christian School Society is the legal entity that is responsible for the schools operation.

To become a PRCS Society Member you may fill out a membership form that can be obtained from the school office. There is a \$25/person annual fee that is renewed at the beginning of each school year.

The PRCS Bylaws and Constitution , can be obtained from the school office.

Persons must be in good standing and agree to the terms listed on the membership form.

## **Admissions Procedure**

**1. Apply** – Application forms can be picked up at the school office, or are available online @ [www.prcschool.net](http://www.prcschool.net). Please return these forms and other required documents to the office. All Special Education (SE) needs must need to be disclosed prior to the interview on the application forms provided. All reports of specialized testing must also be provided. Transfer records of most current school are required for placement. These forms will be reviewed by the Principal and any other required persons (SCSBC) prior to the interview process. When all documentation has been reviewed and processed the principal , under guidance from SCSBC, will contact the applicant(s).

**2. Interview** – You will be contacted to arrange an interview with the Principal and Board representative(s). Students are encouraged to attend the interview with the parents/guardians. The Board will make the final decision for admission to PRCS.

**3. Acceptance**- At the time of acceptance, payment for the school year must be provided. Options include: ten post-dated cheques covering tuition fees for the entire year, or payment in full by cash or cheque. . Any additional fees (textbook fees, field trip deposits, etc.) must also be paid at this time. Cheque made payable to P.R.C.S.  
Please note that financial assistance may be available.

## **Admissions Policy**

Because it is the responsibility of PRCS to educate children in a manner consistent with the Christian faith of the families that make up the School Society several principles must be kept in mind:

1. That the family agrees to the same Statement of Faith and Standards of Conduct as characterized in the school. A personal reference may be requested.
2. There must be evidence that the child will be cooperative and well behaved in class. Students transferring from other schools may be asked to provide teacher references concerning their record in this regard.
3. There may be an academic evaluation to determine the grade placement of each applicant.

## **Financial Policy**

A ) Tuition Payments: Tuition paid before September 10th -in full for the school year- will receive a 2% discount.

\*Price reduction in tuition granted to first (ever) admission to PRCS \*

B) Ten post-dated cheques dated the 1st of each month from September 1st-June 1st are required.

C) Families requiring financial aid must set up a financial assistance meeting at the office upon admission. Admission is dependent on the payment / assistance agreement.

D) Each family will be required to fill out the tuition form prior to the school year.

E)Tuition amount is based on the number of children attending.

F) Total tuition amount will be made available at the office.

G) Withdrawals from PRCS are required to give a minimum of ONE MONTH NOTICE. If a student is withdrawn during the school year and their tuition has already been received by PRCS the tuition will be prorated and the unused portion will be reimbursed.

## **Attendance Policy**

-Students are expected to be prompt in arriving at the school and regular in attendance.

-School hours are 8:45am -3:00 pm Mon-Friday (excluding statutory holidays, Pro-D Days and other breaks)

-Supervision is provided from 8:30-8:45 and from 3:00-3:15 pm.

-Families who require earlier delivery or later pick-up are expected to make personal arrangements for the safety of their children.

Students are expected to report to their classroom in the morning when the bell has rung.

They are to wait outside to receive instruction on entering the school from a teacher or the principal. Students arriving after 8:45am must report to the office before going to their classroom.

-In the case of unplanned absences, such as sickness, a responsible member of the family will call or email the school office before 9:00am. If a student is not accounted for, a call home will be made by the office.

-If a student will be away for an extended period of time the parent/guardian will inform the office and teacher.

-A student will be released from school before the established dismissal time only when there has been advance notice and after positive identification of the adult to whom the child is being released.

## Uniform Policy

The purpose for students wearing a uniform at PRCS is to help reinforce the identity of our school and to provide a safe and modest learning environment. All uniform pieces are required to be purchased through the uniform providers: *Cambridge Uniforms* and *Taws Cycle & Sport Shop*. There is to be no substitutions, additions or variations from other retailers.

-Uniform is to be worn each day.

- Students from Grade 4-9 change into their PE clothing for PE classes.

-It is the parent/guardian's responsibility to ensure that your child is wearing the correct uniform items from the suppliers throughout the school year. -Please label *all* clothing, shoes, and personal items that are intended for regular school use. This prevents a lot of misunderstandings when similar items are purchased by different students.

### Mandatory uniform for Grades K-9 (must be purchased from Cambridge Uniforms)

Boys

- Black pants (rugby, adjustable waist, regular back)
- Golf shirt - one white shirt is mandatory (for photos, formal, special events)
- Sweater - pullover or vest
- Black/Dark colored socks - these are available through Cambridge Uniforms but may be purchased elsewhere
- *Optional:* Black dress shorts
- *Optional:* Golf Shirt - Grey golf shirt (for everyday use) these are available from Taws Cycle & Sports Shop

Girls  
K-3

- Tunic
- White Peter Pan, short sleeved blouse
- Cardigan
- **Note:** Dark coloured Bike shorts/Spandies must be worn under the Tunic - these are available at Cambridge Uniforms to order or you may purchase elsewhere.
- Black tights or knee high socks - these are available at Cambridge Uniforms to order or you may purchase elsewhere.

Girls  
4-9

- Kilt - Elastic or Straight back
- Black Pants - (See Cambridge Uniform selection for PRCS)
- White Golf Shirt - Short sleeve, girls cut
- Cardigan
- *Optional:* Pullover Sweater Vest
- Black tights or knee high socks - these are available at Cambridge Uniforms to order or you may purchase elsewhere.
- **Note:** Dark coloured Bike shorts/Spandies must be worn under the Tunic - these are available at Cambridge Uniforms to order or you may purchase elsewhere.

Mandatory PE uniform for Grades 4-9

Optional PE uniform for Grades K-3

(must be purchased from Taws Cycle and Sports Shop)

- Black mesh or non-mesh short with PRCS Logo
- Dark Grey t-shirt with PRCS Logo
- A pair of non-marking runners (may also be used for "inside shoes")

Shoe requirement for students: Although our ideal is for students to wear dark shoes, this can often be a challenge with our limited store providers. Therefore, any colour shoes will be permitted so long as they are closed toed, securely fitted, and non-marking. Boots are only permitted during outdoor learning time and for commuting to and from school. Students in elementary are expected to leave a pair of non-marking indoor shoes at the school - these shoes can be used for P.E. For hygienic and safety reasons, students will not be allowed to go about in socks or bare feet. Beach footwear is not acceptable.

## How to Order

Cambridge Uniforms:

1. Shop online at: [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com)
  - If you have not made an online account yet then click on REGISTER YOUR CHILD HERE
  - Make an account name (e.g. Jones Family)
  - Enter PRCS code: **LEX987** and Follow further instructions.
2. Phone Order: Customer service **1-800-924-9069**
3. Fax completed order form: **1-604-924-9927**
4. Email completed form order [orders@cambridgeuniforms.com](mailto:orders@cambridgeuniforms.com)

Taws Cycle & Sport Shop:

Bring Completed order form to 4597 Marine Ave. Forms are available at PRCS Office.

## Student Appearance

Appropriate dress is expected of all students throughout the school day and good grooming is equally important. It is the responsibility of both students and parents to commit to understanding and following the PRCS Uniform Policy.

A written notice to parents will be sent home with students that do not comply with the uniform requirements as set out above. After 3 notices the parent will be contacted by the Principal.

The PRCS Board is responsible for the PRCS Uniform Policy. This Policy has been approved and adopted by the PRCS Board on November 24, 2015.



## Volunteer Supervision : Rules and Guidelines

- All Volunteers are to have a B.C Criminal Record Check done prior to any volunteering at PRCS
- Please fill out and sign the volunteer agreement from the office

-Before school supervision is from 8:30-8:45 am

-Lunch supervision is from 12:30-1:10pm

-Supervisors are required to circulate amongst all students and to maintain boundaries as posted. They are also required to check the grounds to ensure that all students have entered the school after the bell has rung.

Guidelines for supervisors and volunteers are as follows:

- Students must stay within posted boundaries.
- Some activities must be played only within specific boundaries, as posted ( such as hockey, soccer, etc.)
- All violent activities are strictly prohibited.

## Volunteer Form

We're so glad you desire to partner with us in supporting our teachers and students. As a PRCS volunteer, you are responding to a call to serve, guide and lead within our educational community. This is not a light undertaking! As an extension of our educators on staff, we adhere to particular community standards; agreeing to these expectations will help to ensure that we work together being united in our beliefs, conduct and professionalism.

We will require that you read, agree to, and sign the following forms:

	Criminal Record Check form
	Community Standards Policy form
	Volunteer Responsibilities form

## Report Cards

Report cards are sent home at the end of each of the three terms. Dates will be noted on the school calendar.

Immediately following the first report period a day is designated for the parent/teacher conferences. Please schedule an appointment to attend as good communication is vital to your child's education.

Within the third term there will be a "student led conference". This gives the students an opportunity to display their work to parents/guardians and shows their progress throughout the year.

PRCS uses the following grading system:

Progress Levels K-7:

- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Minimally Meets Expectations
- 1 = Not Yet Within Expectations

Grade 8-9 Academic Achievement :

- A+ = 96-100%
- A = 90-95%
- A- = 86-89%
- B+ = 80-85%
- B = 76-79%
- B- = 72-75%
- C+ = 66-71%
- C = 60-66%
- C- = 56-59%
- D = 50-55%
- F = 0-49%

## **B) STUDENT GUIDELINES**

### **Attendance**

- Regular mandatory for all students. If you are unable to be at school due to illness, please ensure your parent/guardian calls or email the school to notify the office before 9:00 a.m.
- Arrival after the bell: check-in with the front office before going to class to pick up your late slip.
- Dismissal before the end of the day: If you need to leave school during the day, you must check out at the office.

### **Bicycles, Scooters, Skateboards, Roller Blades**

For safety reasons, riding bikes, skateboards, scooters, or rollerblading on the playground or in the parking lot is not permitted before, during or after school. If you ride a bike to school park it in the bike rack.

Rollerblades and skateboards should be stored in your classroom.

Please walk your bike on school grounds.

### **Birthday Parties**

Some students celebrate their birthday by bringing treats for the whole class. Please be mindful of allergies within your classroom. If you plan to have a party, we ask that you either send your invitations through email or call your friends after school, unless you invite the whole class. Please do not hand out selective invitations at school. Students will feel left out–this is not a nice feeling.

### **Chapel**

Chapel is held at 9:00 a.m. every Monday morning. It is a time for students and teachers to gather together for worship. If you would like to participate in a chapel or know someone who would, please speak to the office, the Principal, or a member of the student leadership team. Parents, siblings, grandparents and friends are always welcome to attend.

### **Conduct**

At PRCS, we strive to be Christ-like with our words and actions. We show our **ROAR** through Respect, Others First, Awesome Attitude, and Responsibility.

Consideration, courtesy and respect must be shown to all staff, students and visitors to the school.

Hats, hoodies, and toques are not to be worn on heads inside the school building or the chapel. Vandalism, use of profane language, fighting or rough and dangerous play will not be tolerated.

We use our words to encourage, inspire, and build-up everyone we come into contact with. Dangerous toys or anything resembling a weapon, collecting cards, and electronic games or toys are not permitted at school, or during school trips and school functions.

iPods, iPads and other electronic devices may only be used under supervision and with teacher permission. Otherwise, they should not be out during the school day.

Cell phones are not to be used during recess, lunch or regular class time and must be kept out of sight unless under teacher permission/supervision in the classroom setting. PRCS is not responsible for lost or stolen devices.

## **Discipline/Consequences**

The classroom teacher will handle most issues. S/he might speak to you, move you to a different seat in the classroom, give you a special assignment, or remove you from class activities.

In grades 4-9 a teacher might also ask you to stay after school. A 15-minute after-school detention may be given without prior notice. If the detention is longer, the teacher will give you one day's notice so you can make the necessary arrangements. Remember that it is your choice to act in a manner that leads to detention. Therefore, you must change your plans to spend the required time.

If your choices cause a disruption in the classroom learning environment, you may be sent to the office. You must remain on the bench until the principal has spoken with you. You may be expected to make up missed class time and work after school. You must obey the classroom rules laid out by the teacher and students.

The Principal will deal with each student who fails to comply with the classroom rules in consultation with your parent/guardian to administer appropriate consequences. Your parent/guardian will be contacted if your behaviour makes it necessary.

## **Cold and Rainy Weather**

Be prepared for the weather on cold or rainy days. Please bring a raincoat and appropriate footwear on rainy days and a warm jacket, and gloves or mitts on cold days.

## **Computers and Technology**

A fully equipped computer lab is available for scheduled classes for students in Grades 1 –9. Your teacher will book time for your class in the lab. Your classroom teacher must supervise you at all times. Computers, digital projectors, document cameras, and iPads are other forms of technology available for use in the classroom setting with teacher permission.

## **Dress and Grooming**

The basic guidelines for clothing at school and school-sponsored activities is that all students will be in school uniform unless directed by their teacher. Teachers have the right to decide whether or not your clothing is considered acceptable.

**Free-dress Days** Slogans on shirts must be in good taste. Jeans must be free of holes and not torn. Midriffs and shoulders must be appropriately covered with the three-finger rule guiding shoulder coverage (i.e. no spaghetti straps, racer backs, or bra straps exposed). This also includes dress wear for school concerts and performances. Hats and beachwear may not be worn in class.

Facial makeup is not permitted for elementary students.

For safety reasons, long or dangling earrings must be removed for PE class or sports activities. Non-marking runners can be worn for daily use and for gym class. Shoelaces should be tied, as loose laces pose a safety risk. Students are required to wear appropriate footwear at all times. Students are encouraged to use sunscreen or wear appropriate and suitable hats outdoors.

## **Food**

Lunches and snacks should only be eaten while sitting down in your classroom. Do not eat food in the hallways or outside at any time. Class picnics are an exception.

Please bring your lunch in a reusable lunch bag or lunch kit. Bring your juice or milk in a thermos or other reusable container. No bottles, cans or pop, please. Food should never be thrown away. If you can't finish it, please take it home. Gum is not allowed at school, without special permission.

## **Hot Lunch Days**

Notices/emails will go home regarding hot lunch days.

## **Health and Safety**

PRCS has a school health nurse that liaises with the school. Throughout the school year the nurse will offer immunizations and a variety of other services. Please notify the school office of any communicable disease.

## **Homework**

Homework is your responsibility, not your parents!

After an absence, it is your responsibility to find out what assignments and work you have missed.

To be successful, you should work toward your full potential, do your best and keep up with in-class and homework assignments. Homework deadlines must be met for assignments to have any value for you. Homework that does not show your best effort must be redone. If there are unusual circumstances for homework not being completed, you must have a note of explanation. Missed tests have to be written when you return to school. It is your responsibility to arrange a time for this.

Grades 4-9 students are given a Student Planner to help organize your time for doing assignments. Ensure that you have recorded all your homework and other pertinent information at the end of each school day. Parents are expected to sign your book each day after the completion of the assigned work. Your Planner is to be returned to school daily, as it is an important communication tool between students, parents and teachers.

## **Illnesses and Injuries**

If you become ill or get hurt at school, tell a teacher and then go and see the secretary at the office. If you are not well enough to remain in class, your parent/guardian will be contacted to come and pick you up.

## **Library**

The library is an important part of our school and its use is encouraged for enjoyment and learning. The Librarian will be available 1 day each week to check out books. You may use the library at your scheduled class time or during the designated 'open library' times. Your teacher may also send you to the library to get books or work on research. Please remember when entering the library to be quiet and respectful of others who may be reading or working. You and your family can access our online reference sources through the school website: [www.prcschool.ca](http://www.prcschool.ca)

## **Lost and Found**

Valuable items found should be turned in to the office. Other items should be placed in the Lost and Found boxes.

If you have lost something, please check the boxes, but be sure to take only things that belong to you. The boxes are emptied as necessary, and the articles displayed in the hallway from time to time. All students are given an opportunity to reclaim their belongings.

All unclaimed items will be donated to a worthy charity at Thanksgiving, Christmas, Spring Break, and the end of June.

## **P.E. Clothing - PLEASE LABEL ALL CLOTHING**

Grades 4-9 students must wear assigned PE strip. This includes black shorts and a grey PRCS T-shirt. (these can be purchased at TAWS). Shorts should be approximately mid-thigh in length. Students may wear leggings under their shorts, but not alone.

Grades K-3 students should bring a set of PE clothes from home. This should include a pair of shorts and a t-shirt. Shorts should be approximately mid-thigh in length. Students may wear leggings under their shorts, but not alone.

## **Perfume + Scent Free School**

PRCS is a scent free zone. Many students and staff have allergies so we ask everyone to try to avoid the use of perfumes, aftershaves, hairspray, shampoo and other products.

## **Play Areas**

For your safety, you are expected to remain on the school grounds during the school day. Students are to play on the designated playground equipment, the soccer field, the hockey court and the paved basketball court.

The following areas are out of bounds:

- Parking Lot
- Treeline
- Concrete Slopes
- Grass Slopes

## **Recycling**

We strive to be a green school. As good stewards of all that God has given us, we try hard to reduce, reuse and recycle. Each room is equipped with blue boxes and bins for recycling paper products here at school. Recyclable plastics are sent home with students at the end of the day.

## **Supervision**

To ensure the safety of all students, volunteer supervisors and staff members supervise the playground before & after school and at recess & lunch. You are expected to be respectful and obedient to supervisors.

If you have a problem when you are outside, report your concern to the nearest adult on duty before entering the school. If a ball, frisbee, puck, etc. goes off school property or on the roof, tell the supervisor on duty. Do not go after it yourself.

After school, you should be on your way home immediately unless you are involved in a supervised after school activity. A supervisor is on duty from 3:00 - 3:15 p.m. The school grounds are unsupervised after 3:15 p.m.

## **Transportation**

PRCS has a bus for transportation to and from school. The bus may also be used for field trips.

If you are riding the bus:

**DO...**

- Remain seated facing forward with legs and feet clear of the aisle and with feet on the floor.
- Keep head, arms and legs inside the bus when windows are open.
- Use the garbage can for garbage.
- Share seats
- Listen to, respect and obey the bus driver at all times.

**DO NOT...**

- Push, shove or trip anyone.
- Use rude language or swear words.
- Throw paper or anything else inside the bus or out of the windows.
- Damage or destroy the seats or any other part of the bus. You and your parents/guardians will be responsible for paying for repairs.
- Yell or be excessively loud.

## **Telephone**

Emergency calls may be made from the office phone only with permission from your teacher.

## **Vandalism**

If you notice damage to any school equipment or property, report it immediately to a teacher. If you caused the damage, you are expected to pay for the repair.

## **1) Conflict Resolution Procedure**

a) Step 1 – Any student or parent that has an issue needs to approach the individual involved to seek a resolution.

b) Step 2 – If the issue is unable to be resolved, the student or parent should contact the principal/assistant principal. The principal/assistant principal will attempt to help the student or parent work through the issue.

c) Step 3 – If necessary, the principal/assistant principal will provide support for mediation between the parties involved.

d) Step 4 – If the student or parent is still not satisfied, they may contact the board.

If the matter remains unresolved, an appeal can be made in writing to the Board. Appeals will only be heard at the discretion of the Board.

e) If the issue at hand remains unresolved at the board level - an Ombudsperson will be contacted and the process will be followed as stated in the PRCS Appeals Policy.

## **CLOSING**

Thank you for taking the time to read through this handbook. We hope it provides information that will help you to navigate your time PRCS as students and parents. Our door is always open should you have questions or concerns.