



**LCS K-12
STUDENT/PARENT
HANDBOOK**

TABLE OF CONTENTS

1 MISSION	7
AS A CHRISTIAN SCHOOL COMMUNITY WE VALUE:.....	7
2 GENERAL INFORMATION	8
3 OFFICE HOURS	8
4 COMMUNICATION	9
4.1 EMAIL THE TEACHER.....	9
4.2 OUR WEBSITE.....	9
4.3 GENERAL CONTACT WITH STAFF	9
4.4 SOCIETY MEETINGS	9
4.5 VISITORS	10
4.6 INTERNATIONAL PROGRAM.....	10
4.7 SCHOOL CLOSURE	10
4.8 MEDICAL ATTENTION.....	10
4.9 TELEPHONES.....	10
4.10 LIBRARY.....	11
4.11 EXTRA-CURRICULAR ACTIVITIES.....	11
4.12 LEARNING ASSISTANCE	11
4.13 STUDENT COUNCIL.....	11
4.14 BELL SCHEDULES	11
4.15 DRESS CODE	13
5 SAFETY AND SECURITY	13
5.1 FIRE DRILLS	13
5.2 EARTHQUAKE DRILLS.....	13
5.3 LOCKDOWN DRILLS	13

5.4	PERSONAL INFORMATION PRIVACY.....	14
5.5	STUDENT INSURANCE.....	14
5.6	FIELD TRIPS AND SCHOOL OUTINGS.....	14
5.7	TRANSPORTATION OF STUDENTS BY VOLUNTEERS.....	14
5.8	TRANSPORTATION.....	15
6	ELEMENTARY CAMPUS (PREK-5).....	15
6.1	SCHOOL DAY.....	15
6.2	SCHOOL SUPPLIES.....	15
6.3	LIBRARY.....	17
6.4	ATTENDANCE.....	17
6.5	LATENESS.....	17
6.6	SCHOOL CANCELLATION.....	18
6.7	ILLNESSES AND INJURY AT SCHOOL.....	18
6.8	TELEPHONE.....	18
6.9	STUDENT DRESS.....	18
6.12	LOST AND FOUND.....	19
6.13	OUTDOOR RECESS.....	19
6.14	INDOOR RECESS.....	20
6.15	BEFORE AND AFTER SCHOOL.....	20
6.16	DOORS AND HALLWAYS.....	21
6.17	AREAS OUT OF BOUNDS.....	21
6.18	BUS BEHAVIOUR.....	22
6.19	PARENT/TEACHER CONFERENCES.....	22
6.20	STUDENT-LED CONFERENCES.....	22
6.21	HOMEWORK.....	22

6.22	STUDENT PLANNER	23
6.23	FIELD TRIPS	23
6.24	CHAPELS	23
6.25	SERVICE OPPORTUNITIES	23
6.26	EXTRA CURRICULAR ACTIVITES	24
6.27	SNACK	25
6.28	LUNCH HOUR PROCEDURE	25
6.29	HOT LUNCH PROGRAM	25
6.30	SAFETY	25
6.31	LEARNING ASSISTANCE	25
6.32	COUNSELING	25
6.33	STUDENT EVALUATION	26
6.34	COMPLAINT PROCEDURES	26
6.35	MEMBERSHIP 101	26
6.36	LCS OPEN HOUSE	27
6.37	GRANDPARENT’S DAY	27
6.38	PARENTING	27
6.39	FRASER HEALTH SCHOOL NURSE	27
6.40	DENTAL HYGIENE	27
6.41	HEAD LICE POLICY	28
6.42	COMMUNICABLE DISEASE POLICY	29
6.44	NUTRITION	29
7	MIDDLE CAMPUS (6-8)	29
7.1	LANGLEY CHRISTIAN MIDDLE SCHOOL CORE VALUES	29
7.2	LCS CODE OF CONDUCT	30

7.3	GUIDELINES FOR LCS STUDENTS	31
7.4	DISCIPLINE.....	33
7.5	MIDDLE SCHOOL ROUTINES.....	34
8	SECONDARY CAMPUS	35
8.1	HIGH SCHOOL STUDENT PROFILE.....	35
8.2	LIBRARY.....	36
8.3	REGISTRATION FOR COURSE SELECTIONS.....	37
8.4	ATHLETICS	38
9	COUNSELLING.....	39
9.1	PERSONAL COUNSELLING.....	39
9.2	ACADEMIC AND CAREER COUNSELLING (STUDENT SERVICE)	40
9.3	INDIVIDUAL HELP	40
9.4	STUDENT SUPPORT SERVICES.....	40
9.5	FRENCH IMMERSION STUDENTS	40
9.6	STUDENT EVALUATION	40
10	STUDENT COMMUNITY	41
10.1	HOMEROOM GROUPS AND CHAPELS	41
10.2	OFF CAMPUS ACTIVITIES	41
10.3	EXTRA-CURRICULAR ACTIVITIES.....	42
10.4	STUDENT COUNCIL	42
10.5	SCHOLARSHIPS AND ACADEMIC AWARDS.....	42
10.6	TRANSCRIPTS.....	43
11	LIVING IN COMMUNITY	43
11.1	STUDENT RESPONSIBILITIES	43
11.2	A RESTORATIVE FRAMEWORK.....	43

11.3 STUDENT CONDUCT44

11.4 APPEALS.....56

1 MISSION

Our mission is to educate students, equipping them to discover their gifts, develop Christ-like discernment, and seek their life's calling.

VISION

Foundational to all teaching and learning at Langley Christian School is the view that all aspects of life fall under the Lordship of Christ. Therefore, to achieve its mission, LCS relies on God's word as revealed in Creation and Scripture and strives to:

- Integrate faith with learning;
- Provide a quality educational program;
- Create a challenging and affirming learning environment;
- Free students to explore and examine all human endeavour within God's creation;
- Educate all aspects of the child (spiritual, emotional, physical, social, aesthetic, intellectual);
- Promote and model social justice and stewardship;
- Empower students to become agents of positive change in the community.

Core Values

AS A CHRISTIAN SCHOOL COMMUNITY WE VALUE:

- working towards a deeper understanding of God and His creation
- integrating the Biblical values of order, service, justice, discernment, gratitude, creativity, generosity, community-building, earth-keeping, and Sabbath-living into every aspect of our curriculum
- applying what we learn about our faith into all areas of our lives

- the partnerships among home, church, and school
- Christian community, which is cultivated by mutual respect, encouragement, compassion, integrity, responsibility, courage, and forgiveness
- a healthy learning environment for students of all abilities and provision of a wide variety of educational opportunities for them
- striving to use gifts, talents, knowledge and resources to serve God and others

Tagline

“Equipping Students, Transforming Lives”

2 GENERAL INFORMATION

Welcome to Langley Christian School. Our school is a community in which Christian love and concern are woven into the task of learning; a community in which learning complements the Christian home and church; a community in which time and talent are regarded as being given by God to be used in His service. A Christian school is not perfect. The power of sin has its effects within the walls of a Christian school, too. But a Christian school truly can be a community because it is rooted in the knowledge that Christ is the Lord of all creation and life.

3 OFFICE HOURS

The Campus Offices are open from 8:00am until 4:00pm

Elementary Campus – 604.533.2222

Secondary Campus – 604.533.0839

Central Office – 604.533.2118

4 COMMUNICATION

4.1 EMAIL THE TEACHER

All teachers have a computer in their classroom. If you wish to contact your child's teacher via email use the first initial of the teacher's first name and then type the last name. For example: If the teacher's name is Jane Smith, her email address would be: jsmith@langleychristian.com.

4.2 OUR WEBSITE

www.langleychristian.com

The school website is a wonderful tool that is used for internal as well as external use. This very important platform is used to promote our mission and vision to all who are here or want to attend. Some of the items you will find on our website.

- School year calendar
- Athletics
- Elementary News
- High School News
- Upcoming events
- Principals' Blogs
- **NEW LCS on the GO App (Download for free from your App Store)**

The school's quarterly publication, Reflections, celebrates how we are integrating faith and learning. The Elementary campus publishes a monthly newsletter. Middle school teachers email class updates periodically throughout the year. High School uses High School News on the website to inform our community.

4.3 GENERAL CONTACT WITH STAFF

Our partnership with parents is essential as it applies to the growth and development of students. Please feel free to share your encouragement and concerns with staff members.

4.4 SOCIETY MEETINGS

Our school is operated by the Langley Christian School Society. Please note the procedures to follow for membership as stated in our constitution. Upon admission, parents become members.

Two society meetings are held during the school year, and we encourage you to attend these meetings. Details will be communicated through the school newsletter. The purpose of these meetings is to keep the membership aware of school matters.

4.5 VISITORS

Anyone visiting the school must have permission from administration and must also sign in at the office on the day of the visit. Visitors must wear a "Visitors" tag for identification.

4.6 INTERNATIONAL PROGRAM

An international coordinator is available at the Middle/High campus to assist international students and families in communicating with the school staff, getting connected to the school community, adjusting to cultural changes, enrollment procedures, VISA processing, and other documentation processes.

All (prospective) international students at LCS who do not live with their parents must live with a school approved English-speaking family. Host families are screened and approved by the International Department. Any change of residence must be approved by school administration before it takes place.

4.7 SCHOOL CLOSURE

In the rare event that school is to be closed because of snow conditions or other reasons, announcements will be made on CKNW (AM980) and Global BC. Starting at 7:00am, you may also check the school website.

4.8 MEDICAL ATTENTION

Students who feel ill while at school should report to their teacher. A staff member will contact parents should they need to be sent home or to the hospital. Accidents and emergencies are referred to the office and first aid personnel.

4.9 TELEPHONES

With permission, students may use the office phone provided by the school.

4.10 LIBRARY

Our campus libraries exist to provide quality literature, resources, magazines, CD's, DVD's and videos. The libraries are open to all students. Please see campus specific sections for hours of operation and specific information for each library.

4.11 EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to get involved in a variety of non-academic activities. Sports, Music, Drama and Service Projects are all important experiences for students. Please refer to your campus specific section for further information.

4.12 LEARNING ASSISTANCE

The learning assistance program is designed to help students who struggle in the regular classroom. Skills and strategies are taught to equip the student within the classroom setting. The process for identifying students for learning assistance is as follows:

- Referral by the classroom teacher
- Consultation with parents
- Testing to determine instructional needs

4.13 STUDENT COUNCIL

The Student Council is an active group of elected students who serve the school community by promoting positive school spirit. Please see campus specific sections for further details

4.14 BELL SCHEDULES

Elementary Campus	Start Time	End Time
Doors Open	8:35 am (Fri 9:05 am)	8:40 am (Fri 9:10 am)
Morning session	8:40 am (Fri 9:10 am)	10:20 am
Recess	10:20 am	10:35 am
Morning session continues	10:35 am	12:40 pm
Lunch	12:40 pm	1:25 pm
Afternoon session	1:25 pm	2:55 pm
Middle Campus		
First Bell	8:35 am (Fri 9:05 am)	
Homeroom	8:40 am (Fri 9:10 am)	8:53 am
Periods 1 & 2	8:53 am	10:32 am

Recess	10:32 am	10:51 am
Periods 3 & 4	10:54 am	12:23 pm
Lunch	12:23 pm	1:10 pm
Periods 5 & 6	1:13 pm	2:48 pm
Homeroom	2:48 pm	2:55 pm

Secondary Campus		
Regular Day		
First Bell	8:35 am	
Period 1	8:40 am	10:04 am
Period 2	10:10 am	11:28 am
Lunch	11:28 am	12:09 am
Period 3	12:14 pm	1:32 pm
Period 4	1:37 pm	2:55 pm
Regular Start Chapel 1st Block		
First Bell	8:35 am	
Chapel	8:40 am	9:40 am
Period 1	9:45 am	10:49 am
Period 2	10:54 am	11:58 am
Lunch	11:58 am	12:37 pm
Period 3	12:42 pm	1:46 pm
Period 4	1:51 pm	2:55 pm
Friday Late Start with Chapel		
First Bell	9:10 am	
Chapel	9:15 am	10:05 am
Period 1	10:10 am	11:08 am
Period 2	11:13 am	12:11 pm
Lunch	12:11 pm	12:49 pm
Period 3	12:54 pm	1:52 pm
Period 4	1:57 pm	2:55 pm
Friday Late Start NO Chapel		
First Bell	9:10 am	
Period 1	9:15 am	10:34 am
Period 2	10:39 am	11:48 am
Lunch	11:48 am	12:27 pm
Period 3	12:32 pm	1:41 pm
Period 4	1:46 pm	2:55 pm

4.15 DRESS CODE

Dress should be appropriate for the school activities. If a student is wearing clothing judged to be offensive or inappropriate, s/he will be asked to find something else to wear for the day. Please see your campus specific section for further details.

5 SAFETY AND SECURITY

5.1 FIRE DRILLS

Fire drills are scheduled at regular intervals as required by the Ministry of Education. It is essential that when the first signal is given, everyone abides by the instruction given and promptly clears the building by the prescribed routes as quickly as possible.

5.2 EARTHQUAKE DRILLS

Earthquake drills are held several times a year. Students are instructed to take cover and count to 60 after which they are to evacuate the building in the same manner as a fire drill.

5.3 LOCKDOWN DRILLS

Elementary

Lockdown drills are held during the school year. All students, staff and visitors are instructed to enter the nearest classroom or room and to get down low away from the windows and doors and to keep quiet. Doors are locked and blinds lowered. Staff will report missing or extra students/individuals via email to the office.

Middle/High School

Lockdown drills are also held during the school year, students are instructed to gather away from the windows and doors, get down low and keep quiet. For safety reasons, students are asked to give their cell phones to the teacher. Making calls will draw concerned loved ones to the school placing them in danger and inhibiting the emergency response.

5.4 PERSONAL INFORMATION PRIVACY

Safeguarding personal information of parents and students is a fundamental concern of Langley Christian School. The school is committed to meeting or exceeding the Privacy Standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. Should you have any questions or concerns, or desire a copy of the school's Personal Information Privacy Policy, please contact the office.

5.5 STUDENT INSURANCE

The school does not provide extended health coverage for student injuries. Parents are encouraged to maintain their own extended health coverage in order to minimize their costs.

5.6 FIELD TRIPS AND SCHOOL OUTINGS

Field trips are arranged by individual teachers for certain courses and classes for various grades. Parents will receive information letters/informed-consent (or acknowledgement of risk) forms as needed. If you have questions, please ask to see our Off Campus Activity Policy. Campus specific sections will also have further details regarding off-campus activities or field trips.

5.7 TRANSPORTATION OF STUDENTS BY VOLUNTEERS

The Ministry advises that the school set their own standards to ensure the safety of children being transported. Accordingly, the following guidelines are established as minimal measures to be taken by staff who are involved in arranging for the transportation for pupils in privately owned vehicles whether driven by a volunteer, pupil or teacher.

Our School ensures the following:

- The driver is known to school personnel, has a valid driver's license and appears competent to drive.
- Verifies that the vehicle has a current license plate/insurance.
- Verifies that there is a functional seatbelt for each passenger assigned to the vehicle and instructs the driver to ensure that they be used.
- Ensures that proper seating is used (i.e. booster/car seats) are used from Pre-K – Grade 4 (age of 9 or student is 4'9" in height)

- View the vehicle to ensure that it appears to be safe for transporting pupils.

The teacher and administration will ensure a list of the drivers and automobiles and its passengers are recorded for each trip. The Society carries an excess liability insurance policy which extends the vehicle owner coverage (volunteer parent, teachers, etc...) while driving for a school sponsored activity to \$ 10,000,000. If parents are interested to volunteer as a driver, please contact any campus office for details.

5.8 TRANSPORTATION

The Combined Christian Schools Transportation Committee provides bussing for all students. It is the student's responsibility to be courteous and respectful to the bus driver, and to obey the driver and the rules while riding the bus.

6 Elementary Campus (PreK-5)

6.1 SCHOOL DAY

School Hours

8:35	First bell – students enter
8:40	School begins
(9:05)	Friday late start – first bell
(9:10)	Late start – school begins
10:20	Recess
10:35	Classes restart
12:40	Lunch Break
1:25	Classes Restart
3:00	Dismissal

6.2 SCHOOL SUPPLIES

ALL STUDENTS:

- A small to medium-sized backpack or good quality book bag is recommended to carry things to and from school. Please clearly label all items your child brings to school.
- An earthquake kit that should consist of
 - A large Ziploc bag containing 3 non-perishable food items that will last until June (fruit bars, energy bars, dried fruit, sesame seed bars, fruit leather, etc.)

- One sealed bottle (600 ml or less) of water
- A very compact rain poncho or large garbage bag
- A comfort item (e.g. **small** stuffy, family photo, toy car, etc.)

GRADES K-3:

- The school provides all regular supplies. A set of coloured markers may be brought to school if desired.
- A box of Kleenex (to share).
- Grade 3 students are required to have an NIV Student Bible (The Adventure Bible). The Bibles can be used throughout the students' time in elementary school. They are available from the elementary office for \$25 for students who may not already have one.
- A pair of non-marking, good support, athletic shoes to be left at school for inside use. Kindergarten and grade one students should have Velcro type shoes for ease and speed of changing without assistance.
- Students should be prepared for daily PE. Shoes worn to school should provide support and be suitable for outside PE activities. Fancy footwear is not conducive to full active participation, and in many instances can be quite dangerous.

GRADES 4–5 students will need (please label all items):

- 4 ballpoint pens (2 blue or black and 2 red)
- 24 HB sharpened pencils
- 2 erasers
- 1 package of sharpened pencil crayons
- 1 ruler with cm and mm
- 1 pair of scissors
- 1 package of fine tip felt pens
- 1 basic calculator
- 2 large UHU glue sticks
- 1 pencil sharpener
- 1 box of Kleenex (to share)

Paper, notebooks and duo tangs are supplied by the school. Binders are not necessary.

- Students in Grade 5 will need their own individual paperback Dictionary and Thesaurus, both of which are available at Staples for approximately \$2 each.
- NIV Student Bibles are available from the school office for \$25 for students who do not already have one.
- Students will need a recorder for music class some time during the year. The music teacher will let you know when they are required. They may be purchased from the school at a cost TBA.

- A pair of non-marking, good support, athletic shoes to be left at school for inside use.
- Students should be prepared for daily PE. Shoes worn to school should provide support and be suitable for outside PE activities. Fancy footwear is not conducive to full active participation, and in many instances can be quite dangerous.

6.3 LIBRARY

The elementary library is an integral part of our educational program; it is an extension of the classroom. All classes visit the library, usually weekly, to allow students to check out books. The library also provides instruction in library and research skills in cooperation with the classroom teacher. Students may not use the research computers without permission.

Most students treat library books with respect. Sometimes, however, a book is lost or damaged. Students are not allowed to check out new books if old ones have not been returned. Fees may also be charged for lost or damaged books.

The elementary library is open Monday through Friday 8:40 am – 2:55 pm

6.4 ATTENDANCE

The school office must be informed whenever students will be absent. When there is advance notice, please send a note of explanation (e.g. dental appointment). In case of illness and/or lateness please call the school office between 8:15 and 8:45 AM.

Students arriving late or leaving school early should always report to the school office to inform the secretary.

Attendance policies are followed to ensure that students are safe and to maintain accurate records.

6.5 LATENESS

School begins at **8:40**, (**9:10** for late start Fridays) which means that students should arrive before this time. At least five minutes are needed to enter the building, remove shoes, and settle into classrooms.

Students who are regularly late cause many disruptions in the office and in their classrooms. Being on time is important.

6.6 SCHOOL CANCELLATION

Cancellation of classes due to inclement weather or emergency will be announced on radio CKNW (dial 980), and on Global television between 7:00 and 8:00 am and posted on the school website www.langleychristian.com .

Early closings for similar reasons will also be announced over the air. The school, however, must contact parents before students can be dismissed. Children will be kept in school if the parents cannot be reached.

6.7 ILLNESSES AND INJURY AT SCHOOL

The school secretary (or teacher) will phone home in the case of illness or injury at school. If no one answers at home, she will try work numbers. If that also fails, she will move on to the emergency contact phone numbers which have been listed on the registration forms.

6.8 TELEPHONE

Students may use a telephone in special circumstances and emergencies only. Do not expect to use a phone at school to make arrangements which could have been made the night before at home.

When a telephone call is necessary, students will be asked to get permission from their teacher to make the call.

6.9 STUDENT DRESS

Student dress and grooming should reflect a proper attitude towards study at a Christian school. We consider it to be the Christian home's responsibility to use good taste and judgement in what a child wears. We encourage clothes which are sensible and appropriate for the weather or activity.

The following specific rules have been established:

- Students are not to wear halter/tank tops, midriff revealing T-shirts, muscle shirts or cut off shorts.
- When wearing T-shirts, be aware of what transfers or slogans say **or** imply.
- Hats may be worn to and from school and are advisable for outside wear on sunny days. Hats are **not** to be worn in the classrooms.
- Students are not to wear flip-flops to school due to safety concerns both in the classroom and on the playground.

EXTRA CLOTHING

Students in Pre K – 1 are encouraged to keep an extra set of clothing in their cubbies. Please ensure all pieces of clothing are labeled.

6.10 INDOOR SHOES

All students (K-5) need non-marking runners to be kept at school. All students are expected to change to their inside shoes for wearing inside the building.

6.12 LOST AND FOUND

A Lost and Found Box is located under the stairway near the front entrance. Lost jewellery is kept at the office.

Students who lose an item of clothing or jewellery should attempt to find it as soon as the loss is noticed.

Unclaimed items are donated to Christian thrift stores.

Please mark all personal items such as hats, mitts and runners. Lunch bags also need to be marked with the student's name.

6.13 OUTDOOR RECESS

During recesses all students go outside to play unless an indoor recess has been indicated due to extreme weather, their teacher has asked them to stay indoors, or they have parents' notes asking that they be allowed to stay in. They should be prepared with clothing appropriate to the weather.

Students should use washrooms at the beginning of recess.

Students must play inside the boundaries of the playing areas. Not

- in parking areas
- beyond any of the fences

Students may not leave the campus at recesses except under a parent's care.

The rules set for playground behaviour are meant to encourage good fun and promote safety. Teachers are on supervision during recesses to help students keep their play fun and safe. Students are expected to:

- use all equipment in a safe and appropriate way
- refrain from using sports equipment at the front of the school due to safety reasons
- play fairly and share
- in case of a dispute, get help from an adult supervisor or peacemaker

- report incidents that affect a student's safety (physical or emotional) immediately
- use incident report forms which are available in each classroom and in front of the office

6.14 INDOOR RECESS

When indoor recess is indicated by an announcement, all students must stay inside unless they wish to play in the covered area. Following the bell at 12:55, students have five minutes to visit washrooms and travel to another place in the school if they wish. Once those five minutes have passed, all students must stay in the place they are until the bell at the end of lunch recess.

Gym

If the gymnasium is not being used for intramurals, it may be available for students on a rotating basis during indoor recesses. An announcement will be made to tell you which group of students may use the gym. Students may not begin using the equipment until the supervisor arrives.

Library

During indoor recesses some students may also use the library. Passes will be issued to each class for library use.

6.15 BEFORE AND AFTER SCHOOL

In the morning, we ask that all students and parents stay outside the building until the bell rings at 8:35 (9:05 late start Fridays).

If a parent needs to speak to a teacher before school, his/her elementary children should remain outside and not enter the school until all students enter.

Parents wishing to accompany their children into the school should wait outside with their children until the bell rings. This ensures that all students are treated fairly and allows teachers the opportunity to get ready for their day.

Parents and students should use the designated parking lot cross walks. Students should not cross parking lots or the pick-up lanes unaccompanied

by an adult. Those who walk to school should come using the sidewalk. Students on bicycles must walk their bikes on school grounds, also using the sidewalks to enter and leave. Bicycles must be parked in the bike racks. Bicycle locks are recommended.

Outside supervision begins at 8:20 am (8:50 am for late start Fridays). Students should be dropped off between 8:20 and 8:35 (8:50 and 9:05 for late start Fridays) so that classes can begin promptly. Please note that we are unable to provide childcare before this time. If it is necessary for students to be dropped off before 8:20 in the morning, these children will have to remain outside, unsupervised until supervision begins. If necessary, supervision will be provided for students on late start Fridays between 8:20 and 8:50 am.

A green dot on the front doors indicates that it is an 'inside before school day' and students may enter through their regular entrances. Most days, students will enter the school after the bell has rung through the doors by which they usually enter the school.

Students are dismissed by 3:00 at the end of the school day. They are to exit through their regular doors. Students must refrain from using any balls, sticks, bats or other sports or play equipment at the front of the school while they are waiting for their rides. They must also refrain from rough play. All rules are for safety reasons. Such equipment used at the front of the school may be confiscated for a day or two in order that students will better remember the safety rules.

Students should be picked up by 3:15 pm. After that point, any students whose rides have not arrived will wait under the covered area at the front of the school.

6.16 DOORS AND HALLWAYS

Students enter and leave the school building through the door designated by their teacher.

Students should always walk in hallways. During class time students walking through the halls must respect the learning of other students by traveling quietly.

6.17 AREAS OUT OF BOUNDS

Several areas in the school are out of bounds for students, usually for reasons of student safety or orderly school operation. These areas include:

- the office area
- the gym
- the library
- the learning assistance room
- the supply rooms
- the resource room
- the staff room
- the stairs (under or above) of the FORT

6.18 BUS BEHAVIOUR

LCS expects good bus behaviour of its students at all times, whether on a school-sponsored event or on regular trips between home and school. Some of these expectations are:

- lining up at a crosswalk to get on a bus
- staying seated while on the bus
- keeping noise to acceptable levels at all times
- using appropriate language only
- treating all bus passengers with respect and courtesy
- showing respect and courtesy to the bus driver
- refraining from eating or drinking on the bus
- getting off the bus at a stop other than the regular one requires a written request from the student's parent or guardian

6.19 PARENT/TEACHER CONFERENCES

Parent teacher conferences are held twice each year, once in the fall and once in the spring. The fall conferences are scheduled shortly before report cards. At that conference parents and teachers discuss student progress and goals. The optional spring conference is scheduled at the request of parents or teachers.

6.20 STUDENT-LED CONFERENCES

The student-led conferences are held in the spring. At that conference, students share the work they have collected in their portfolios with their parents.

6.21 HOMEWORK

Homework is important for learning responsibility, forming good study habits, and for covering the amount of material necessary at the

intermediate level. Intermediate students can expect approximately a half hour of homework on most school nights.

6.22 STUDENT PLANNER

The student planner is meant to help students organize their time for doing assignments. It is to be used by students and parents as a means of keeping aware of assignments and due dates to effectively manage time. It is the responsibility of the student to keep the planner current so that parents can always be aware of what is required. Teachers will explain their expectations of parent signatures at the beginning of the year.

At some point, each afternoon, students will be given time to make sure that their homework and other important information is recorded in the planner. Students are expected to take good care of their planners throughout the year. Replacement planners will cost \$8.00.

6.23 FIELD TRIPS

Some of the learning at Langley Christian happens on school trips to many interesting places, which are connected to units that classrooms are studying. Parents are always notified when students will be leaving and returning to school. School rules always apply to field trips. Remember that away from school, students represent LCS and the things that it believes to members of the public. Our students are to serve as good representatives of our school and of Christ.

Busses are sometimes used on field trips. Please refer to the comments on bus behaviour in this handbook.

6.24 CHAPELS

Each homeroom classroom holds devotions on a daily basis. In addition to that, the whole school gathers for chapel, usually once a week. Students are expected to move quietly into chapel and behave in a respectful way during chapel. Parents are always welcome to attend.

6.25 SERVICE OPPORTUNITIES

Students at LCS are challenged to exercise their leadership in the student body by taking on areas of service in the school. Grade 5 students and specific classes become responsible for many tasks within the school such as setting up for chapels, taking care of recycling, and helping in the library.

Everyone in the school benefits from the positive example of students exercising Christian leadership in service.

6.26 EXTRA CURRICULAR ACTIVITIES

Student Outreach

LCS currently sponsors a foster child from Uganda. During the year students will be asked to contribute some of their own money to help support these children.

We have an ongoing opportunity to give to the local Food Bank. Students and families may add to the Food Bank table at any time.

Peacemakers

Peacemakers help fellow students solve problems that develop on the playground. Students in Grades 4 and 5 may participate in the peacemaker program. Both training and commitment are required throughout the year.

Signing Club

Students are invited to learn sign language. This club meets weekly and has fun while learning sign language to sign with songs and stories.

Kilometer Club

Kilometer Club is open to all students from Grade 3 to 5. During the fall and again in the spring Running Club meets at recess on Tuesdays and Thursdays. Students keep track of the laps they run and are eligible for awards for their efforts.

Intramurals

Grades 1-5 students may participate in the intramural program throughout the school year. This program consists of a variety of sports and emphasizes participation and teamwork. Intramurals take place during the morning and noon recesses.

Sports

LCS participates in some competitive sports with other Christian schools. The school usually has opportunities for students to join, cross-country, 19,200 meter, and track and field.

Other Clubs

Students are also able to participate in a number of other clubs throughout the year including Book Clubs, Photography Club, Drama Club, and Choir.

6.27 SNACK

Students will be given 5 to 10 minutes to have a snack during the morning session.

6.28 LUNCH HOUR PROCEDURE

Lunches will be eaten in the classroom under the supervision of the teacher. Please consider providing healthy foods and re-usable containers. Each classroom is encouraged to compost all leftovers, peelings and drink boxes/cans.

6.29 HOT LUNCH PROGRAM

Hot lunches are offered each term throughout the year. Order forms are sent home in an email and participation is voluntary.

6.30 SAFETY

Skateboards, scooters, roller blades, heelys or electronic devices may not be used during school hours without teacher permission. Knives, firecrackers or matches may not be brought to school. For their own safety, students must use sidewalks and crosswalks on entering the school and its property.

6.31 LEARNING ASSISTANCE

Our Learning Assistance program takes place each day. Students may receive help with reading, spelling, language, or arithmetic skills on an individual or small group basis. The classroom teacher refers students for learning assistance. They are tested to determine instructional needs, and the parents are consulted before the students are placed in the program.

6.32 COUNSELING

A qualified school counselor works with the students at the elementary campus. After teacher referral, and parental/guardian consent, the counselor will be meet with a students on an as needs basis. The intent of

the counseling is to equip the student with the appropriate strategies to help them in their struggles; it is not intended to last longer than a few months of weekly or bi-weekly sessions of approximately 20 minutes.

6.33 STUDENT EVALUATION

Kindergarten to Grade 3

Specific skills will be evaluated on the following scale:

Exceeding expectations, meeting expectations, approaching expectations, and not yet meeting expectations.

Report cards are issued three times per year for grades 1-5; December, March and June.

Kindergarten students receive a report twice a year; February and June.

Grade 4 to 5

Report cards are issued three times per year in December, March and June. Letter grades are used to designate competency in subject matter.

A	Excellent	86% - 100%
B	Good	73% - 85%
C+	Acceptable	67% - 72%
C	Satisfactory	60% - 66%
C-	Minimally acceptable	50% - 59%
IP	Work in Progress	
F	Unsatisfactory	Improvement needed

6.34 COMPLAINT PROCEDURES

Should a complaint arise concerning your child, please see the teacher involved first. Follow-through, should it be necessary, requires calling the Principal. Should the need arise the matter could be forwarded to the Superintendent.

6.35 MEMBERSHIP 101

All new parents are expected to attend a new parent seminar, which will inform them of the purpose and nature of our school. Attendance at one of these sessions is necessary to become a member of the LCS Society.

6.36 LCS OPEN HOUSE

The LCS Open House is held in early February to give new parents and interested persons an opportunity to observe the school in progress.

6.37 GRANDPARENT'S DAY

Grandparents will have the opportunity to visit the school on a special day close to Christmas. Students enjoy this time with their grandparents and also share them with other students who may not have any close by.

6.38 PARENTING

We encourage you to:

- Be interested in taking note of all the work that is brought home by your children.
- Be actively involved in working with the school in the many avenues provided.
- Be well-informed and read all notices sent home. Remember to pray for your children, teacher, and entire school community.

6.39 FRASER HEALTH SCHOOL NURSE

The school nurse provides the school-age child with a liaison between the school, home, and medical team for emotional or physical health problems. Consultation for students, teachers and parents on health matters, health supervision, and screening for vision and hearing is offered in selected grades.

6.40 DENTAL HYGIENE

All Kindergarten students are given dental screenings and a small notice sent home to the parents.

COMMUNICABLE DISEASES AND ISOLATION

<i>Disease</i>	<i>Incubation</i>	<i>Exclude from School</i>
Acute cold	12 – 72 hours	At least 3 days
Chicken Pox	2 – 3 Weeks	At least 7 days
Diphtheria	2 – 5 days	variable
Impetigo	2 – 5 days	Until crusts are off
Influenza	1 – 2 days	Variable
Lice	Nits – hatch & mature 8 – 10 days	Until treated with shampoo and nits are removed
Measles (German)	14 – 21 days	At least 7 days
Measles (Red)	10 – 14 days	At least 7 days
Mumps	12 – 16 days	At least 7 days
Pink Eye	3 – 5 days	Variable
Rheumatic Fever	3 – 24 weeks	Following strep throat
Ringworm	10 – 14 days	Not if being treated
Scarlet Fever	2 – 7 days	At least 7 days
Whooping Cough	7 – 10 days	At least 21 days
Hepatitis	10 – 40 days	With doctor's okay

6.41 HEAD LICE POLICY**What are head lice?**

Head lice are wingless, greyish insects that live and breed in human hair. They lay their eggs, called nits, on hair shafts behind the ears and on the crown and back of the head. You'll notice these as small greyish white specks close to the scalp. Nits cannot be washed away like dirt or dandruff. Head lice can only survive for about half a day off the human host and cannot live on household pets.

How do head lice spread?

Head lice are very contagious and are spread through head to head contact, and the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags and stuffed animals. To minimize the risk of repeated outbreak, remind your child not to borrow these items.

How to detect lice?

Your first clue in detecting head lice is a more frequent itching of the scalp. To check for an infestation, carefully examine hair around the back of the neck and behind the ears. Since head lice shy away from light, you may have to look for their grayish-white, oval nits (eggs).

How to treat head lice?

Head lice can be treated with a special medication, called a pediculate. This is most commonly found in shampoo or cream rinse applications available

from your pharmacist. It is important to use a treatment that destroys the nits (eggs) as well as the lice, as nits hatch in seven days and re-infest the scalp. Removal of the deadhead lice and nits is essential after the shampoo treatment. A nit comb may be used to help.

When can my child return to school?

Once your child has been thoroughly treated and no visible louse or nits remain, your child may return to school.

6.42 COMMUNICABLE DISEASE POLICY

Communicable disease is a serious concern in the community. Parents are required to inform the school when their child has a communicable disease. They may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local Health Unit.

6.44 NUTRITION

Parents are encouraged to choose healthy foods for snacks and lunches. Please minimize foods high in sugar. Some suggestions: carrots, celery sticks, raisins, peeled or prepared fruit, other raw vegetables, crackers and cheese etc.

7 Middle Campus (6-8)

7.1 LANGLEY CHRISTIAN MIDDLE SCHOOL CORE VALUES

Faith

LCMS strives to integrate Christian faith into every aspect of school life. Teachers work and pray with the goal that students develop a vibrant, personal faith in God through Jesus Christ, a faith that acknowledges God's will and design for everything from interpersonal relationships to areas of curriculum.

Relationships

LCMS is intentional about developing positive, collaborative relationships between students, parents and teachers. We recognize that the success of our educational mission depends upon a community holding shared values and characterized by acceptance, encouragement, mutual respect, and loving discipline.

Meaningful Learning

LCMS offers a curriculum that is integrated by drawing meaningful connections between subject areas, by developing interdisciplinary units and by incorporating relevant and active learning experiences.

Excellence

LCMS helps students learn how to learn. Effective work habits and pride in workmanship are promoted and valued. Students are expected to achieve to the best of their abilities.

Parent Partnership

LCMS values the connection between home and school. We strengthen that connection through regular communication and by encouraging parent participation and input into their child's learning.

Student Leadership

LCMS promotes student participation in decisions that impact their education. Our young adolescents are being welcomed into the adult world with its greater range of choices and increased responsibility.

Exploration

LCMS seeks to excite adolescents with knowledge of God's world by helping them experience new ideas and develop new skills for learning. We challenge adolescents to explore their talents and abilities as they seek to fulfill God's desire for their lives.

Service

LCMS fosters the development of adolescents' commitment to Jesus Christ by providing them with opportunities to actively serve others, both within and outside the school community.

Teaming

LCMS believes the best educational program for young adolescents is delivered through a team of educators. Teachers and staff collaborate in order to maximize their effectiveness in reaching educational goals.

7.2 LCS CODE OF CONDUCT

The Christian school provides opportunity for students to realize their full potential through Christ-centered instruction in a safe, warm, and caring environment. In order for the individual student to achieve this goal, we are committed as a Christian institution to be image bearers of God as a community of learners and leaders. By providing an environment where a spirit of caring, responsibility, and justice is daily practiced, students will learn to be salt and light as responsible citizens of our society.

At LCS we value academic excellence in a nurturing environment. The atmosphere in the classrooms and the hallways should be such that students can reach their potential without interference. This can only be done when there is an atmosphere of respect for others and their property, regardless of intelligence, learning abilities, gifts, ethnic or family background. We let the word of Christ dwell in us richly as we teach and admonish one another with all wisdom. (Col. 3:16)

A school community that calls itself Christian shows a clear and bold conviction that the Spirit of the Lord will prevail in its hallways, sports fields, staff rooms, and classrooms. **Discipline** (which relates to the word **disciple** or follower) is to be seen as a number of nods and nudges, encouragements and discouragements, to urge students to live and act as followers of Jesus Christ.

The aim of discipline is self-discipline. Rules exist to help remind us that Langley Christian Middle and High School is composed of many parts (staff, students, administration, parents, board, and support staff) that are mutually responsible for one another. Therefore, being late for class disrupts the learning process for teacher and student alike. Dropping garbage or vandalizing school property reflects on the entire community and causes extra work for other members of the school community. The metaphor of **the body** used by the apostle Paul may be applied to a Christian school; it has many different parts but each must perform its unique function to make the entire body function effectively.

7.3 GUIDELINES FOR LCS STUDENTS

In order to achieve a community of learners and leaders that demonstrates principles of Christian living, LCS expects the students to maintain the following guidelines:

HOW WE WORK:

Students are expected to be punctual in completing assignments and diligent in their daily work habits. They are expected to contribute to a positive learning environment by coming to school and class on time, prepared to cooperate and participate. Students are expected to have all the necessary books and supplies for each class. They are expected to work to the best of their ability on tests and assignments. Class time must be used efficiently and responsibly.

HOW WE PLAY:

Fair play, inclusion, and mutual respect will be the trademark of all recreational activity and community events. All students are expected to positively represent the Middle School during school events and activities, whether on campus or off. Involvement in extra-curricular activities is encouraged so that all students have the opportunity to excel in areas of their own giftedness and contribute to the school community in a positive way.

HOW WE WORSHIP:

While we know that all areas of life give us opportunity to worship and honour our God, the Middle School sets aside biweekly time for chapel. We join together to worship God as a school community in a variety of creative ways. Students are expected to participate in a manner that honours God and respects their fellow worshippers. Student leadership is encouraged.

HOW WE PRESENT OURSELVES:

In Our Appearance: Our appearance will reflect a positive expression of the Christian lifestyle in dress, grooming and hygiene. Our appearance will at all times be modest, respectful of self and others, and appropriate for school and weather conditions. Appropriate dress is expected at extra-curricular activities, and at all school functions. The following guidelines are to be respected:

- T-shirts with inappropriate slogans or pictures may not be worn to school, like; beer slogans, rock bands, video games, inappropriate TV shows.
- Shirts should be modest and cover midriffs and cleavage. **They must have sleeves.** No boat neck tops allowed. No undergarments may be showing.
- Shorts and skirts must be neat and of reasonable length. **A 10 cm inseam is the minimum length allowed on shorts. Shortest length of skirt is 8 cm above the knee of that student.**
- Footwear is mandatory at all times inside and outside the school.
- Hoods or Hats may not be worn in the school building. All hats will be treated the same, girls hats, fedoras, etc.
- Athletic/Sports team wear will be regulated by the Athletic Department.

If a student is wearing clothing judged to be inappropriate, he/she will be asked to wear something else for the day.

In Our Language: Our language will at all times be God-honouring and mutually up-building. There is no place for profanity, crude or sexually explicit language, or put-downs within a community which seeks to build itself on caring and mutual respect.

In Our Relationships: Our relationships will be characterized by mutual love and respect. We will go out of our way to encourage one another and build one another up. We will strive for a community in which everyone is safe from verbal, physical and sexual harassment. When conflict or disagreements occur they will be dealt with in a fair, mediation manner that leads to resolution, restoration, and forgiveness. The school will provide qualified counseling and peer-counseling services to support this goal.

Students are expected to be respectful to those in authority including teachers, administration, coaches and parent volunteers. Our language, behaviour, and appearance will reflect the reality that we are ambassadors for Christ to our neighbours and to the Langley community.

7.4 DISCIPLINE

In order to maintain community, it is essential that clearly defined consequences be set out for negative or destructive behaviour. Parents will be involved in discussions involving discipline matters that require in-school suspensions or out of school suspensions. In all discipline matters, the teachers and administrators will work towards resolving conflict in a way that will restore the student to full community with his/her class and school.

Banned Items:

- Aerosol deodorant spray, like AXE may not be brought to school. Please bring stick style deodorant.
- No Energy drinks permitted in school or at school related functions.
- Gum chewing is not acceptable in school. Students who chew gum will be asked to dispose of it immediately.
- Students may not have fireworks or firecrackers at school. Students in possession of fireworks or firecrackers will be suspended from school.
- Smoking is not allowed on or near the school grounds during or after school hours or at school-related functions.
- Students in possession of drugs or alcohol will face a consequence ranging from suspension to expulsion. Possession of drugs for the purpose of trafficking will result in expulsion from school.
- Any item that may be construed as a weapon may not be brought to school. Bringing an item such as this to school will result in immediate and permanent confiscation of the weapon as well as suspension for that student.

Vandalism: Students who vandalize school/student property will pay for repairing or replacing the items vandalized. Consequences for severe vandalism will range from suspension to expulsion.

Theft: Students who have stolen from any member of the school community will be required to return the stolen item, or purchase an item of equal or better quality. Consequences will also include suspension from school.

Harassment: Physical and/or verbal/ or cyber harassment have no place in a Christian community. This includes making sexual comments, intimidating others, using unacceptable language, cyber comments and shoving or pushing. Students found to be abusive of others may be suspended and will be referred

for counseling. Students will be placed on the Middle School Student-to-Student Harassment/Bullying Procedure:

- Stage 1:** Warning given to student and incident documented with contact to inform parents of the event and placement on the Harassment/Bullying Procedure.
- Stage 2:** Students fill in incident form and review information on bullying and harassment. (Document #1) Document is taken home and signed by the parents. Students will serve a one day in school suspension.
- Stage 3:** Students are given a 3-day in-school suspension and parents are contacted. Students work through a bullying and harassment hand out. (Document #2) This work is signed by the parents and returned to the school office the following day. The student will not be allowed to return to class until all information is carefully and completely filled in.
- Stage 4:** Students are given a 5-day out of school suspension in consultation with the parents. The matter is referred to the Discipline Committee for discussion and action. The student's future enrolment at LCS will be determined by this committee.

7.5 MIDDLE SCHOOL ROUTINES

HOMEWORK AND STUDY SKILLS:

Middle School students are expected to do homework regularly. Students should be completing assignments or reviewing/practicing skills for at least 45 minutes each day. All Middle School students have a day planner in order to record reminders and homework assignments.

If a student has incomplete homework or homework not handed in, he/she will be referred to a supervised Study Hall during lunch recess to complete that assignment. If a student has missed three homework assignments within a month, a letter will be sent home to parents informing the parents of further consequences for the student if homework continues to be incomplete. Further consequences could include not being allowed to participate in extra-curricular sports and the possibility of an in-school suspension. During an in-school suspension, the student will complete assignments apart from his/her classmates in an area supervised by a teacher or administrator.

Since Middle School students need direction and guidance to learn effective study skills, we need parents to support their child in the following ways:

- Download our LCS on the GO App from your App Store.
- Frequently visit the class Edmodo website, can login as parents and view what the students are doing
- Work with your child regularly so that you can guide them in developing effective habits.

- Set aside a consistent time for homework (i.e. right after supper) and provide a quiet place for your child to study and complete assignments.
- Ensure that your child has at least 45 minutes of study/homework time each school night.
- Keep electronics out of the bedroom

Middle School study and homework time should include the following:

- Completing class assignments.
- Reviewing ideas and new vocabulary for each subject.
- Practicing music.
- Reading at least 15 minutes each day. (Read-alouds are great too!)

8 Secondary Campus

8.1 HIGH SCHOOL GRADUATE PROFILE

LCS Graduates will learn to be peculiar people in the radical way they live all aspects of their life. As a school partnering with Christian parents, it's our hope and prayer our graduates will

REACH...



...IN



- By knowing their unique identity in Christ.
- By knowing they are valued in community.
- By knowing they are resilient agents of reconciliation in the redemptive story of Christ.
- By knowing their life's calling and seeking it through persistent learning.



....UP

- By desiring to worship God in all of life, developing the personal relationship they have with Him.
- By desiring to be in Christian community as a part of facilitating that growth.
- By desiring wholeness through restoration in a broken world.
- By desiring to actively pursue spiritual growth and reflecting gratitude for the gifts God has given them.



...OUT

- By being Christ's love for their neighbour in a global neighbourhood.
- By being a servant leader who walks with humility and loves mercy.
- By being a transforming influence, using their gifts to make an impact in the world.
- By being a curious lifelong learner, always seeking the Truth in all spheres of Creation.

8.2 LIBRARY

The LCMH school library has 15,000 books, magazines, videos and access to online databases. The library is open to all students every school day from 8:30 AM - 3:30 PM for research and leisure reading. The library staff and volunteers are always eager to help students with finding information and developing student research skills, or to suggest a good read.

Most materials and titles available in the library support the curriculum taught at LCS. However, there is information on almost any topic as well as a broad spectrum of novels (with AR information for English classes). We encourage students to both read and take their AR quizzes throughout the term.

Materials may be borrowed for three weeks (about 15 school days) and may be renewed for additional time if needed. Students are held responsible financially for borrowed resources; a replacement cost will be charged for lost or damaged items. High school students are fined 5 cents (\$.05) per day for late returns. This process is meant to encourage students to be

aware of each other and return items in a timely manner. The collected money goes towards book repair and replacement.

The library serves both middle and high school at the same time. We encourage students be aware the space is shared and other classes may be in session during their breaks. In order to maintain a clean and pleasant atmosphere, we ask everyone not to take food or drink into the library.

The library also has computers available for student use for class projects, AR testing, digital reading, homework and some recreational use. Students have limited printer access; please print homework assignments at home or preferably submit work digitally via email or google docs etc. (teacher specific).

8.3 REGISTRATION FOR COURSE SELECTIONS

Grade 10 and 11 students and their parents are invited to an **evening orientation meeting** in the early spring. At this event information is presented regarding graduation requirements, course descriptions, and requirements for post-secondary education. Attending this meeting will ensure that students select the courses which will help them meet their long-term educational and career goals. A similar session is held for new grade 8 and 9 parents.

There are three **course calendars with course descriptions** (grade 8, Grade 9, Grade 10- 12). These are handed out in the spring at registration time. The course calendar contains information to help you make good decisions in planning your schedule. Copies of the course calendars can be downloaded from the school website. (For more information click <http://www.langleychristian.com/high-school-student-services>)

There are times when the selection or schedule of courses offered at Langley Christian School does not meet the needs of an individual student. With the assistance of the Guidance Counsellor and Student Services Department, students may register for a **Distributive Learning (DL) course** through a registered DL school. If there is a cost, students are required to pay for this course at the time of registration. This does not, however, include textbook fees. Distributive learning courses are delivered online and require students to be independent and self-disciplined.

Students are required to enroll in eight courses – a full academic schedule. Even though a student may have more than enough credits to graduate, **spares are not granted**. At the grade 12 level students may use a scheduled block for a Teacher's Assistant (TA) for which they will be evaluated and receive credit on their transcript. Other options for grade 12

students are possible (e.g. volunteer or service project, credit for external courses, work experience) but must be arranged through the Guidance Counsellor. Applications for TA positions are available in May. Students with exceptional circumstances may appeal to the Student Support Team with a written request to change their course schedules.

8.4 ATHLETICS

Lightning Athletics plays an important role in the life of the students, staff and greater community at Langley Christian School. The school is a member of B.C. School Sports, the Langley Secondary School Athletic Association, as well as the Christian Secondary School Athletic Association. These associations give us the opportunity to play at every level of high school sport in the province.

The Athletic Program operates as an extension of the school's educational curriculum, and the diversity of sports offered strives to guide students through experiences which will help them learn the basic objectives of being disciplined Christian athletes. Participants are challenged to respect authority, pursue excellence, commit to practice schedules in preparation for competition, react responsibly to themselves and others in times of competition, to improve their skills and their overall self-worth and above all, represent Christ: The Athletic Program is also designed to facilitate school spirit and to provide an enjoyable outlet for the students. *Students must maintain good academic standing to participate on an athletic team.*

There is a minimal fee for participation ranging from \$50-\$200 for Sr. Teams, and \$50-\$150 for Jr. Teams.

Parents are encouraged to volunteer as coaches when having the skills and experience, or as a “team parent” who monitors and oversees the running of the team outside of the training and games. Parents are also encouraged to volunteer for helping to run home tournaments and driving to and from events in the case where the coach is a community coach, the coach does not have a class 4 license, or there is no bus available.

In each season there are both team and individual sports offered.

Fall Sports (September through November):

- Boys and Girls Volleyball
- Boys Soccer
- Cross Country

Winter Sports (December through March):

- Boys and Girls Basketball

Spring Sports (March to June):

- Boys and Girls Track and field
- Girls Soccer
- Exhibition Ball Hockey (not sanctioned)
- Jr. Badminton

There is also a service component to the athletic program. This is overseen by the Recreational Leadership team.

Athletic Injuries: Although the staff at Langley Christian School takes all necessary precautions, students participating in school sports and extracurricular activities are at risk to incur bodily injury. The school does not provide extended health coverage for these injuries. Parents are encouraged to maintain their own extended health coverage in order to minimize their costs.

<https://sites.google.com/site/lcslightningathletics/home>

9 COUNSELLING

9.1 PERSONAL COUNSELLING

This is a service provided for students who are seeking to deal effectively with challenging life situations. There are many reasons for a student to meet with a school counselor. Adolescence marks a time of intense change in many areas: physically, intellectually, socially, emotionally, and spiritually. At this age students are developing their own identity, negotiating relationships, making plans for their futures, and becoming more independent. These are exciting times but can be overwhelming and challenging, particularly when certain aspects of their lives, for various reasons, are strained. At times, students may look for assistance from the school counselor when dealing with these difficulties that may relate to school, home, church, or friends. The counselor is available as a resource, source for support and encouragement, and an advocate for the student.

9.2 ACADEMIC AND CAREER COUNSELLING (STUDENT SERVICE)

Student Services is available to assist students with developing their educational and career plans. Information on graduation requirements, scholarships, and admission criteria for post-secondary education is available by appointment. Students and parents are encouraged to take advantage of this service.

9.3 INDIVIDUAL HELP

Teachers are available to provide individual help with students who are experiencing difficulty. Students should initiate contact for assistance as soon as difficulties occur. Do not wait until the day before a major test.

9.4 STUDENT SUPPORT SERVICES

Student Support is designed to help students with learning assistance, special education, and ELL. Skills and strategies are taught to equip the student for success in their courses. Learning Assistance usually replaces a second language or an elective in the 8 block schedule. ELL support is both in and outside the timetable. Special education also provides teaching in the area of life skills.

9.5 FRENCH IMMERSION STUDENTS

If a student comes to Langley Christian School from a French Immersion school, the French department will determine the appropriate course for the student based on review of the student's previous work. The student will be asked to submit work for consideration. The student may also be asked to write an exam for further assessment. Students may be placed in a higher level French course than their grade level, if it's best for the student.

9.6 STUDENT EVALUATION

It is important for you and your teacher to know how well you are doing in your classroom work. Evaluation of your work is based on daily classroom and homework assignments, participation in discussion and other class activities, projects, tests and exams. Feel free to discuss your progress with your teacher any time.

The marks you obtain for academic achievement are recorded by percentage. The scale is:

A (100 – 86)	B (85-73)	C+ (72-67)
C (66 – 60)	C- (59-50)	D (failure)

Effort and achievement marks are formally reported to you with comments on a report card three times per year. Compulsory subjects in which an

achievement mark of less than 50% is earned must be repeated during summer school by students in grades 8-10.

Please note that final marks given are cumulative and may not always be the result of averaging. Also, a teacher will often designate certain assignments or tests (final exams) such that failure to do them would result in failure for the course. We remind you that work and tests missed because of unexcused absences will result in no credit being given for the work.

Final exams are an integral part of the final mark for most courses and they must be written at the time scheduled. Summer activities should not be planned until the conclusion of the examination period in June.

Failing a subject during the school year requires attending summer school through your local public school district. However, should you fail a Bible course; you will be required to repeat the course the following year, or to do work in the summer months.

10 STUDENT COMMUNITY

10.1 HOMEROOM GROUPS AND CHAPELS

Each student is assigned to a homeroom consisting of approximately 14-15 students and a staff member. Homerooms meet on occasion for Monday morning “Student Touchdown”, a time for connecting, sharing stories, devotions, and announcements. Our goal is to get to know one another and support each other in personal, spiritual, and academic growth. We may have discussions, planning sessions, eat and/or play together, or participate in service projects and activities, all working towards building and strengthening community.

Chapels are held weekly for the purpose of communal worship and spiritual nurture, as well as for educational experiences and the promotion of positive school spirit. Participants include students, teachers and outside speakers or groups.

10.2 OFF-CAMPUS ACTIVITIES

Off-campus activities are arranged by individual teachers for certain courses and grades. In the planning stages of medium-to-high risk field trips, parents will receive information letters as well as permission slips. Please be prompt in your returning of these forms. For low-risk field trips one consent form is sufficient to be signed at the beginning of each school year. For insurance purposes school transportation must be used. In special cases, alternate arrangements may be made with written parental permission.

10.3 EXTRA-CURRICULAR ACTIVITIES

Langley Christian School has many opportunities for students to get involved in a variety of non-academic activities: sports, drama, service projects, and student council. These are all important experiences for secondary school students. As a school, we recognize the benefits of these kinds of events, but also realize that what goes on in the classroom is the primary task of the student. The following guidelines are used to monitor extracurricular involvement.

- i. A student must be in good academic standing.
- ii. A student must show self-motivation in having assignments finished and in on time.
- iii. A student must show that he/she is trustworthy and mindful that his/her actions affect other people, both positively and/or negatively, and impact the entire school.

Failure to meet these standards before or during an activity may result in suspension from the extracurricular activity.

10.4 STUDENT COUNCIL

The Student Council is an active group of elected students who work with the Leadership 10-12 class to serve the community. Student council is involved in things like promoting positive school spirit, organizing a variety of social events, raising funds for school-wide projects, and aiding in the promotion and sponsorship of various curricular and extracurricular events. There could be times when they are called upon to represent the view of the student body to the board or school community.

The leadership class plays a strong role in leading the student council group. Two grade representatives from each grade level are chosen or elected at the beginning of each school year. These grade representatives play a role on student council by representing the opinions and ideas of their classmates at student council meetings, and possibly at leadership meetings at the grade 10-12 level.

10.5 SCHOLARSHIPS AND ACADEMIC AWARDS

At the end of their grade twelve year, students may apply for the following Langley Christian School Scholarships. Please go to <http://www.langleychristian.com/high-school-student-services> for a list of our available scholarships and application instructions.

10.6 TRANSCRIPTS

While students are attending Langley Christian School, transcripts to the first five post-secondary institutions will be provided free of charge. Transcript request forms are available from the Student Services Office. (http://www.langleychristian.com/uploads/images/file_view/LCS_Transcript_Request_Form.pdf)

11 Living in Community

11.1 STUDENT RESPONSIBILITIES

As a Christian school, we long that the Spirit of the Lord will prevail in our hallways, sports fields, staffroom, and classrooms. Our teachers have been called to walk with students and help shape them through nods, nudges, and encouragements; to walk through the discouragements and to urge students to live out a faithful response to our Maker. We long for students to take responsibility for their actions, come to an understanding of how their actions have affected others, and provide a space and place to repair the harm that has been caused. Effective discipline is to guide people back into restored relationship with God and community. Rules and guidelines exist to help remind the various groupings that make up LCS (staff, students, administration, and parents) that they each make up one part of the community, and must always take others into consideration.

11.2 A RESTORATIVE FRAMEWORK

The fundamental hypothesis of restorative practices is that students are more cooperative, productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. The aim of restorative practices at LCS is to build and strengthen community and to manage conflict and tensions by repairing harm and restoring relationships.

A commitment to allow “all things of school” to be viewed through a restorative lens will move us closer to a “whole” way of living and affect the restorative milieu of our greater community. What does wholeness have to do with restorative practices? The word “wholeness” comes out of the Judeo-Christian tradition of shalom. Shalom means much more than peace and is better defined as “a condition of ‘all rightness’, of things being what they should be”. Building and strengthening relationships is about wholeness, repairing harm is about wholeness, equipping our students, parents and staff to ask questions that get away from the ‘blame game’ is

about wholeness, doing things WITH people is about wholeness, circles that create a space and place for all kids to have a voice is about wholeness, learning to listen is about wholeness. Restorative practices are a bridge to allow us to be whole, to be in right relationship, to go back and/or to move forward to how life was intended to be.

When issues arise that are harmful and have a negative impact, they will be addressed in a restorative manner at LCS. These issues will be appropriately addressed by all of the relevant parties impacted by the harm; the parents, the staff, the administration and/or the students. The restorative response for when harm has been done will include affective statements, affective questions, small impromptu conferences, circles, or formal conferences. The people impacted by the harm will have input in what needs to happen to make things right.

The restorative questions used are as follows:

To respond to challenging behavior:

What happened?

What were you thinking of at the time?

What have you thought about since?

Who has been affected by what you have done? In what way?

What do you think that you need to do to make things right?

To help those harmed by others' actions:

What did you think when you realized what had happened?

What impact has this incident had n you and others?

What has been the hardest thing for you?

What do you think needs to happen to make things right?

11.3 STUDENT CONDUCT

Equipping Students, Transforming Lives. Langley Christian School strives to provide the opportunity for students to thrive and realize their full potential through Christ-centered instruction in a safe, caring environment. Discipline, which relates to the word disciple or follower, is to be seen as a number of nods and nudges, encouragements and discouragements used to urge students to live and act as followers of Jesus Christ. The inevitable friction caused by broken people living in community creates many opportunities for us to help equip students. These opportunities allow us the privilege of walking alongside students as we attempt to earn the right to speak truth into their lives.

As we allow God to work through us as He offers transformation, we adhere to the following guiding principles:

1. All students have the right to be respected as children of God and to learn in a safe environment. They have the responsibility to show respect to others and not to interfere with anyone's safety. (Romans 12:10)
2. The school works in partnership with the home and each partner strives to fully support the efforts of the other. (Ecc 4:9-10)
3. Discipline is not always pleasant, but it is a necessary part of life and will ultimately be appreciated. (Hebrews 12:11)
4. Discipline is not to be carried out in anger but is to be carefully delivered so as to accurately meet the demands of each individual situation. (Jeremiah 10:24)
5. Corrective measures should aim to strengthen self-discipline. (2 Tim 1:7)
6. Discipline is to be administered as personally and discreetly as possible (Matthew 18:15a) so that confidentiality is maintained.
7. Helping students to live at peace with everyone (Rom. 12:18) necessitates restoration of broken relationships, which is a key component of the discipline process at LCS.
8. We must be mindful that "...whoever ignores correction leads others astray" (Prov. 10:17) and the corporate effects of individual's unacceptable behaviour must be monitored.

Expectations

In order to live together well, we at LCS expect the following:

How We Work: Students are expected to be diligent in their work habits, punctually completing assignments. They are expected to contribute to a positive learning environment by coming to school and class on time, prepared to cooperate and participate. Students are expected to have all the necessary books and supplies and are expected to work to the best of their ability. Class time will be used efficiently and responsibly.

How We Play: Fair play, inclusion and mutual respect will be the trademark of all recreational activities and social events at LCS. All students are expected to positively represent LCS during school events and activities, whether on campus or off.

How We Worship: While all of life can be offered to God as worship, chapel offers regular opportunities for specific times of corporate worship. Appropriate student leadership in chapel is to be nurtured. While authentic, honest questions and healthy debates are encouraged, students are expected to speak of God and the Christian faith respectfully. Music lyrics, images, activities and guest speakers should also demonstrate this respect.

How We Present Ourselves: Our appearance should reflect a positive expression of the Christian lifestyle. It will be at all times modest, respectful of self and others,

and appropriate for school and weather conditions. Appropriate dress is expected at extra-curricular activities and at all school functions. Footwear is mandatory.

The following guidelines are to be respected:

- T-shirts with inappropriate slogans or pictures may not be worn to school.
- Shirts or blouses should be modest. Shirts should have straps that are a minimum of 3 fingers in width, and no midriff or undergarments should be showing. Shirts should not have large “V” or scoop neck lines.
- Shorts should be neat and of reasonable length. A helpful tip to determine the appropriate length is to ensure the garment is not shorter than your fingertips when your arms are next to your side.
- For health and safety reasons footwear is mandatory.

If a student is wearing clothing judged to be offensive or inappropriate, s/he will be asked to find something else for the day. In the event of repeated occurrences, a meeting will be arranged with the parents.

How We Speak to Others: Our language will at all times be God-honouring and mutually up building. There is no place for profanity, crude or sexually explicit language or put-downs within a community which seeks to build itself on caring and mutual respect.

How We Relate to Others: Our relationships will be characterized by mutual love and respect. We will go out of our way to encourage one another and build one another up. We will strive for a community in which everyone is safe from all forms of harassment. When conflict or disagreements occur, they will be dealt with in a fair, non-violent manner that leads to restoration and resolution. Students are expected to be respectful to those in authority, including teachers, educational assistants, administrators, coaches and parent volunteers. Our relationships with the opposite sex will reflect modesty and self-control. Overt public displays of affection on campus are not permitted. Our language, behaviour and appearance will reflect the reality that we are ambassadors for Christ to our neighborhood.

When Expectations Are Not Met

When expectations are not met, the community will remember that the Lord requires us to “act justly and to love mercy and to walk humbly with [our] God” (Micah 6:8). Those being corrected will be shown respect and after careful investigation, consequences that will most likely bring about true repentance and full restoration will be implemented. Demonstrating our love of mercy, these consequences will be age-appropriate, firm, and never vindictive.

Most problems are minor and infrequent and can be dealt with by the classroom teachers. Teachers are encouraged to discuss specific disciplinary concerns with administration (or designate) if their efforts do not have the desired results and

unacceptable behaviour continues. If a student's behaviour is such that it is interfering with the teacher's ability to teach, students may be referred to administration. If a student's behavior is determined to be harassment, the process outlined in Guiding Principles for Dealing with Harassment will be followed.

Before and after school and during break times, specific staff members will be assigned supervision duties and are responsible for monitoring student behavior during those times; however, all staff should share this responsibility as needed. It is important that the students see that all adults at the school demonstrate the care that clear and consistent disciplinary actions express.

Parents should be given every opportunity to support the school by being kept informed of their children's behaviour. Any consequences that will impact parents (e.g. A change in after-school pick-up time due to a detention) should be designed in conjunction with the parent.

Possible consequences include, but are not limited to, the following:

- Instruction
- Conferencing with student, teacher, parent and/or administrator
- Restorative action conferencing
- Restitution of property loss or damage.
- Referral to internal student support services (Counselor, learning assistance, Peer-counseling etc.)
- Recommendation to outside support services.
- A separation from the community, in the form of a detention, an in-school suspension, an out-of-school suspension, or an expulsion.

Should it be necessary to consider a suspension, probation or expulsion the following steps will be taken.

Suspension

There are times when it is in the best interest of the individual or the community to provide a period of separation (e.g. if the welfare or safety of the student or the student body is in question, etc.). In these instances, it is prudent to place a student under suspension.

The school will contact a parent/guardian as soon as possible. If the parent/guardian cannot be contacted, the student will be placed on an 'in-school' suspension until the parent/guardian is contacted.

The school is responsible to provide a safe and secure learning environment and so reserves the right to suspend a student pending an investigation.

While suspended, the student is prohibited from being on the school premises.

The student may not attend class, may not participate in extra-curricular activities, and may not be on school property during school hours or while extra-curricular activities are in progress.

A written notice will be issued clearly stating the reason for the suspension as well as the details of the suspension (i.e. Date and time of contact with parents/guardian, date and time of meeting, and when the student is to return to classes).

A suspension may be imposed for one or more school days for each separate infraction. During the period of suspension, it is the responsibility of the parents/guardian to provide the appropriate supervision for the student. Prior to re-admission, an administrator (or designate) will meet with the student and the parent/guardian.

The student is responsible for all assignments, projects, quizzes, tests, etc., and will receive credit for the completed work. The student may ask a friend or relative to deliver or retrieve homework, check the teacher's assignments online, or communicate with the teacher by telephone or email but may not come on campus without an administrator's (or designate's) specific permission. The student must adhere to all due dates.

Probation

After a suspension, a student may be placed on probation. If a student repeats the same violation or commits another serious infraction while on probation, s/he will be subject to further suspension or expulsion.

After all avenues for restoration of broken community have been exhausted and a successful resolution has not been achieved, or if there is an unwillingness to participate in a restorative process and unacceptable behavior continues, an expulsion process may begin.

Expulsion

Expulsion may be considered after one or more suspensions, or after one major incident (ex. drug trafficking, weapon possession, etc.).

If expulsion is being considered, a meeting of the Multi-Campus Administration Team will be called. This committee will consist of minimally three administrators (or designates), including the administrator (or designate) who is recommending the expulsion and will represent at least two campuses.

If the committee is recommending expulsion, the Superintendent will be informed. The final decision for expulsion will rest with the Superintendent. If the family disagrees with the decision, they may follow the appeal policy to have the decision reviewed.

Before a decision is made to expel a student, the student and the parents/guardians will be informed about the matter. They are entitled to know the case against the student and should be given an opportunity to respond to all information which might influence the decision prior to the final decision being made. An administrator (or designate) will communicate the decision to the family verbally and in writing. Students and/or parents/guardians may appeal a decision for expulsion. Please refer to the Appeal Policy for further details.

Reintegration

As a Christian community, we recognize that we are all broken and make mistakes. After an expulsion if a student and his/her family express a sincere desire to be reintegrated into LCS, and administration believe that circumstances have altered such that a successful reintegration would be possible, a request may be made to the Superintendent to have the student return no sooner than the next school year. This request would need the approval of the campus Principal and the Superintendent. After the request has been made and evaluated, the family will be informed of the decision, which will be final.

Guiding Principles for Dealing with Harassment: When Student Relationships Break Down

Langley Christian School strives to provide a safe environment for all students to flourish as learners. The students of the LCS community are entitled to an atmosphere free of harassment and bullying while engaged in any school activity. Harassment and bullying are unacceptable behaviours and LCS is committed to preventing these behaviours from occurring.

We are committed to working with the entire community to create an ethos of caring and respect. When incidents of harassment and bullying do occur, the staff will take each seriously and will work diligently and effectively for restoration with all those involved to ensure that the behavior does not continue.

Procedures for Dealing with Harassment

The staff member who is initially made aware of an incident should investigate to determine if harassment or bullying has occurred. If it is determined that harassment or bullying has occurred, the student(s) should be referred to an administrator (or designate).

The administrator (or designate) will interview those involved and will review evidence as necessary. The administrator (or designate) may do a risk assessment, such as the one outlined by the BC Ministry of Education E.R.A.S.E. Program, and depending on the assessment results, outside agencies may be accessed if necessary. Parents will be informed and involved early in the discussion.

Following restorative practices, the administrator (or designate) will work with the parties to create a plan to repair the harm and stop the behaviour.

If the restorative process is not garnering the desired results, the administrator(s) will meet to decide upon a further course of action.

HOMEWORK AND HOME STUDY

As part of the learning process, students will be expected to do homework regularly. Grade 9 and 10 students should count on at least an hour and a half of homework daily, and senior students should expect to do a minimum of two hours per day. The purpose of homework, whether assigned by the teacher or self-directed home study, is to

- Review material taught in class
- Prepare for testing
- Broaden learning possibilities
- Catch up on work missed due to illness or other absence

PROCEDURES

The following procedures have been developed to ensure that LCHS runs in an orderly and safe manner. With regards to responding to student discipline, the following also serve as guidelines.

ATTENDANCE

1. Arrival and Dismissal

A warning bell will ring at 8:35 am. Students are expected to be in their first period class prepared for instruction by 8:40 a.m. At this time attendance will be taken by the teacher and submitted to the office. Students are dismissed at 2:55 p.m.

2. Late Arrival

Students who are not in their first period class on time are considered to be late and are expected to report to the office where they will be issued a late slip. The school secretary will record whether or not the tardiness is excused or unexcused.

Students will be given five minutes between classes. A daily record will be kept of students who arrive late to class. This record will be submitted to the office at the end of each school day. The home will be contacted when students have been late more than three times. Please click for detailed information on our [Revised Late Policy](#).

PLEASE CONTACT THE SCHOOL OFFICE TO EXCUSE YOUR CHILD FOR BEING LATE. We ask parents to send a note, email, or phone call. If your child does not come with a confirmation of the excused late or absence, your child will be marked as an unexcused late or absence.

3. Absences

If a student will be absent, the office is to be informed by the parent between 8:00 and 8:45 a.m. Parents may inform the school either by a telephone call or a signed note. The home will be contacted if no communication has been made. For students who are absent for a quiz or a test, permission from the subject teacher and the Assistant Principal (or designate) may also be required.

Unexcused Absences: In the case of unexcused absences, students will be required to make up the time lost after school and the home will be informed. Missed assignments will need to be completed or the teacher may assign a zero. After **three** unexcused absences the student and his/her parents will meet with the Assistant Principal (or designate), and a probationary period may be assigned.

Pre-planned and Excused Absences: Parents are responsible for discussing with the teachers how missed tests and assignments will be completed in the event of a pre-planned absence. In the case of an extended absence due to a family holiday, teachers are not required to have work available in advance.

4. Leaving the School Grounds during School Hours

Parents are encouraged to arrange medical, dental, and other appointments outside school hours. If for some reason a student must leave during the school day, a note must be provided or the office contacted by the home **beforehand**. It is essential that students *sign-out* at the office when they leave and *sign-in* upon returning to the school.

Students in grade 9 and 10 may not leave the school grounds during lunch break. For safety reasons, students are encouraged to be in groups when off campus. Students in Grades 11 and 12 may leave the school grounds during the lunch break. In compliance with provincial law, students may have no more than one passenger unless passengers are family members.

HALLWAY CONDUCT

Students are expected to be respectful and courteous in the hallway at all times. When using the hallway during school hours, students are to be mindful of classes that are in session by speaking softly and moving quietly.

LUNCH

Students may eat their lunches in the halls, upper lobby or student lounge. Garbage, pop cans, etc. are to be placed in the appropriate bins. Spilt food and drinks must be cleaned up immediately.

LOCKERS

Each student will be assigned a locker and given a lock at the beginning of the school year. Lockers must be kept clean and locked at all times. Periodic locker checks will be held by the staff. Students are responsible for the condition of their locker. Students will be expected to pay for any damage.

TELEPHONE

The office telephone is designated for school business and emergencies only. We ask parents to please contact their child(ren) during breaks and not during class time. Texts and calls on personal devices can be very distracting for students and teachers. Please respect the learning time during class. The office staff will be happy to take messages for your child(ren).

VISITORS

All visitors are expected to **sign-in** at the office. Students from other schools must have prior approval from the administration to visit during school hours.

PARKING LOT SAFETY

In order to ensure the safety of all the people using the parking facility the following procedures will be strictly observed:

- Cars may not travel in excess of 10 km/hr on the lot.
- Students who drive are expected to park in the area adjacent to the entrance, facing the road.
- Rollerblading and skateboarding are allowed during breaks. Students must wear helmets.
- Bikes will be parked on the west end of the school.
- The driveway must remain clear at all times.

FIRE DRILLS

A number of fire drills will be held each year. Whenever the fire alarm rings, everybody in the building must leave using the designated exits and meet in the assigned areas. Each classroom has a map posted near the door showing the exit route for leaving the building and the designated area to assemble. No one may re-enter the building until the all-clear signal is given.

EARTH QUAKE DRILLS

Procedures to follow in the event of an earthquake will be explained and practiced in each class. In the event of an earthquake, students must follow the procedures and/or instruction given by the teacher. Students will remain calm and leave the building in an orderly fashion when given instructions to do so.

BANNED SUBSTANCES

Smoking is not allowed on or near the school grounds during or after school hours or at school related functions. Students in possession of cigarettes or vaporizers (e-cigarettes) may be required to make a \$20.00 donation to the Canadian Cancer Society for the first offence, \$50.00 for the second offence and will be placed on a four-month probationary period. Students in possession of drugs or alcohol will face a consequence ranging from a one-week suspension to expulsion. If suspended, the student will receive a probationary status for one calendar year. A second offense will automatically result in expulsion, whether that offense is in the same school year or not. Possession of drugs for the purpose of trafficking will result in expulsion from school.

VANDALISM

Students who vandalize school/student property will pay for repairing or replacing the items vandalized. In addition they will have a specified number of school community service hours assigned, commensurate with the offense. The student will be placed on a four-month probationary period. Consequences for severe vandalism will range from a three-day suspension to expulsion.

THEFT

Students caught stealing will be required to return the stolen item or purchase an item of equal or better quality. The student will immediately receive a three-day suspension and be placed on a four-month probationary period.

HARASSMENT

Physical, verbal and other forms of harassment have no place in a Christian community. These will be dealt with in a manner appropriate to the situation. Students found to be abusive of others may be suspended for up to three days and be placed on a four-month probationary period.

SEXUAL HARASSMENT

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. If a student has concerns about the nature of any conduct or physical contact made by a school employee, a fellow student, or member of the public, s/he

should immediately report this concern to the administration or school counsellor.

VERBAL ABUSE

Verbally abusive language will not be tolerated. Students who persist in using this type of language will be referred to the office.

PLAGIARISM/CHEATING

Students will be asked to redo any work for which they are found to be cheating or plagiarizing. Record of the offense will be kept in the office. Students who have cheated or plagiarized twice will be placed on probation. Plagiarism or cheating may impact their overall mark.

EXTRA-CURRICULAR PARTICIPATION

Students with failing marks and unsatisfactory effort or behaviour, may be denied permission to participate in extra-curricular activities.

MISCELLANEOUS ITEMS

Technology in the classroom. Technology is changing rapidly. Although we all enjoy the convenience of technology in our lives, we must learn how to manage our use of technology. We don't want to be enslaved to these devices.

At LCS we are exploring how to use technology in the classroom to enhance student learning. Technology may enhance student learning in certain subjects, students are expected to respect the guidelines set by each classroom teacher. We don't want technology to be a distraction to learning. If a teacher believes the device is doing more harm than good in the classroom, the teacher will ask the student to put it away. We expect students to respect this request. If not, the device will be confiscated for the day.

We are working at developing a school-wide Good Digital Citizenship Practices Policy. For now we expect students to use technology appropriately and safely at all times. Technology should never be used to hurt or bully another student or staff member. Misuse of technology for harm will result in a swift disciplinary action with restoration as a goal.

Any item that may be construed as a weapon may not be brought to school. Such items will be confiscated.

INTERNET/NETWORK VIOLATIONS

Students are required to agree to the terms and conditions of the school's Technology Use Policy, before gaining privileges to use the school network.

FIRE

Students lighting fires of any size will be suspended for up to one week and must meet with the Surrey Fire Department Education Officer. A second occurrence will result in expulsion. **Note:** Students in possession of firecrackers/fireworks at school will be suspended for one day. Lighting matches or lighter during school hours, whether inside or outside the building, will result in immediate confiscation.

BOOKS

If a student loses or damages a textbook, the school requires replacement or payment of repair costs.

CELL PHONES/IPODS/GAMES

Students are permitted to bring technological devices to school under certain guidelines. They may be used before school, during breaks, during lunch, and after school. A teacher may incorporate technology in learning, but it is the teacher's discretion. If a student's device appears in the classroom, or if it makes a sound, the staff person may take it. Once taken, the staff person will bring the device to the office where it will be stored for safe keeping. For more information, please read our [Technology Responsible Use Policy](#)

1st time = 3pm that day

2nd time = 3pm the next day

3rd time = 1 week

SCHOOL FUNCTIONS

All school rules and consequences associated with those rules, will apply to all school functions, including school sponsored extracurricular activities, and/or those activities not held on school property. Students desiring to bring guests must complete a GUEST PASS REQUEST FORM, and receive approval from the event sponsor and/or the Assistant Principal.

DISCIPLINE PROCEDURES

It is recognized that the teacher is primarily responsible for administering discipline as situations arise. Students may be referred to the office under the following circumstances:

1. An incident has occurred in which a student has chosen to break a school rule.
2. Incidents within the classroom that prevent a teacher from teaching, or other students from learning.
3. If a teacher sends a student to the office, it will be understood the teacher will meet with the student after class. The administration will not step in unless the teacher requests it.
4. In the event of a teacher referral, the student will conference with the teacher and administration before returning to that teacher's class. The reason the student was sent to the office will determine if it is necessary for the teacher or administration to contact the home.

5. An appropriate consequence will be given.
 - a. Warning
 - b. Interview with the student - a private discussion that may involve the school counsellor.
 - c. Detention after school or during the noon hour.
 - d. Removal of privileges.
 - e. Assignment of community service hours.
 - f. Interview with the parents.
 - g. Restitution - the student may be asked to pay for or repair damaged property or clean up a mess.
 - h. In-school Suspension - the student will be expected to work in a supervised area away from other students for a period of time.
 - i. Referral to an outside agency or another community resource.
 - j. Formal suspension for a period of up to 5 days.
 - k. Expulsion.
6. A Student Incident Form will be kept on file and a copy will be sent home, if the parent requests.
7. If a student develops a pattern of repeating misbehaviour, a meeting will be arranged with the parents, suspension will be considered, and a probationary period will be assigned.
8. Should a student fail to meet the conditions of the probationary period, the parents and student will be expected to meet with the Discipline Committee to discuss the possibility of expulsion. The Discipline Committee has the authority to recommend the expulsion of a student to the Board.

11.4 APPEALS

Although the Langley Christian School (LCS) community strives to respect diversity and work in harmony with each other, disagreements may occur from time to time. In keeping with other LCS policies and foundational documents, all members of the LCS community agree to follow the principles outlined in Matthew 18 when conflict arises.

Specific procedures for dealing with conflicts are addressed in the LCS Dispute Resolution Policy and the LCS Discipleship Policy. Although related, the LCS Appeals Policy deals specifically with situations in which parents have concerns about decisions made by their child's teacher and/or the administrator of the campus in which their child is a student.

Parents who have a concern about their child will follow this procedure:

1. They will make arrangements to speak directly to the person who made the decision the parents are concerned about. Direct communication with time to focus on the issue is better than a chance meeting in the hall or an email.
2. If parents still feel the situation has not been resolved, in the case of the teacher, they will make arrangements to meet with the campus principal

about the matter. In the case of a concern with a decision made by the campus principal, they will make arrangements to meet with the LCS Superintendent.

3. If after meeting with the teacher and the Campus Principal parents will make arrangements to meet with the LCS Superintendent for a final appeal. The Superintendent will review all aspects of the issue, interview all parties and may request the assistance of an advisory group depending of the nature of the concern, but the decision of the Superintendent is final.

If parents feel the decision of the Superintendent does not resolve the issue, they have the right to write a letter to the LCS Board. The Board will review the situation to ensure that LCS policies and procedures were followed through the appeal process. The only way a Superintendent's decision would be overturned would be if established policy and procedures were not followed.