



POWELL RIVER CHRISTIAN SCHOOL PARENT HANDBOOK AND CODE OF CONDUCT

**REVISED
PRCS Board Approved:
November 26, 2024**

(2024 edits have be completed for compliance with new 2023 reporting order and changes reflecting current practice)

TABLE OF CONTENTS

3	Welcome
3	PRCS Mission Statement
3	PRCS Vision Statement
4	A) Code of Conduct/School Community
4	A Safe and Caring School Community
4	ROARS at PRCS
5	Spiritual Impact
5	Academic Credentials
6	Society of PRCS
6	Admissions Procedure
6	Admissions Policy
7	Financial Policy
7	Attendance Policy
8-11	Uniform Policy
12	Student Appearance
13	Volunteer Form
13	Report Cards
14	Provincial Proficiency Scale
15	B) Student Guidelines
15	Attendance Protocols
16	Bicycles, Scooters, Skateboards
16	Birthday Parties
16	Chapel
16	Conduct (and student cell phone plan)
17	Discipline/Consequences
17	Weather
17	Technology
17	Dress
18	Food
18	Hot Lunch
18	Health and Safety
18	Homework
18	Illness and injuries
19	Library
19	Lost and Found
19	P.E. Clothing
19	Play Areas
20	Supervision
20	Recycling
20	Transportation
21	Telephone
21	Vandalism
21	Conflict Resolution Procedure: Questions or Concerns, Closing

Welcome

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

Powell River Christian School Mission Statement

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

Powell River Christian School Vision Statement

A Christ Centered Education - Equipping Children for Life

A) PRCS HANDBOOK

COMMUNITY CODE OF CONDUCT : A Guide to Standard of Behaviour

A Safe and Caring School Community:

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

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

PRCS desires a partnership with parents supporting together the mission of our school for their child. With this in mind, questions that come up at school for student behaviour, learning needs, or any other area of life will be communicated with parents for the support of their child's education at PRCS.

ROARS: Respect - Ownership - Awesome Attitude - Responsibility - Safe

Respect: We treat others as we want to be treated

Ownership: We are stewards of our supplies, materials, and building

Awesome Attitude: We demonstrate a growth mindset

Responsibility: We are accountable for ourselves and our actions

Safety: We are careful with our words and actions

Jesus declared in John 13:34-35:

³⁴ "A new command I give you: Love one another. As I have loved you, so you must love one another. ³⁵ By this everyone will know that you are my disciples, if you love one another."

Spiritual Impact

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

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

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

Academic Credentials

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

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

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

Society of PRCS

The Powell River Christian School Society is the legal entity that is responsible for the school's operation. To become a PRCS Society Member you may fill out a membership form that can be obtained from the school office. There is a \$25/person annual fee that is renewed at the beginning of each school year.

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

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

Admissions Procedure

1. Apply – Application forms can be picked up at the school office, or are available online at www.prcsbc.ca. Please return these forms and other required documents to the office. All Inclusive Education (IE) needs must be disclosed prior to the interview on the application forms provided. All reports of specialized testing must also be provided. Transfer records of most current schools are required for placement. These forms will be reviewed by the Principal and any other required persons (PRCS Board Members and/or SCSBC) prior to the interview process. When all documentation has been reviewed and processed the principal, under guidance from the PRCS Board and/or SCSBC, will contact the applicant(s).

2. Interview – You will be contacted to arrange an interview with the Principal and Board representative(s). Students are encouraged to attend the interview with the parents/guardians. The parents / guardians of the child must complete the **Parent School Partnership** form as part of the interview process. The PRCS Board will make the final decision for admission to PRCS.

3. Acceptance– At the time of acceptance, payment for the school year must be provided. Options include: ten post-dated cheques covering tuition fees for the entire year, or payment in full by cash, cheque, or e-transfer to office@powellriverchristian.com

Any additional fees (textbook fees, field trip deposits, etc.) must also be paid at this time. Cheque made payable to P.R.C.S. Please note that financial assistance may be available. It is the desire of the PRCS board that finances not be a barrier to accessing Christian education.

Admissions Policy

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

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

Financial Policy

- A) Tuition Payments: Tuition paid or cheques received before on or before **September 10th**
- B) Ten post-dated cheques dated the **1st of each month** from September 1st-June 1st are required. Alternatively, a plan with the office for e-transfer one time or monthly works. E-transfers to office@powellriverchristian.com with your full name, your child's full name(s), and the month(s) you are paying for.
- C) Families requiring financial aid must complete the **Tuition Assistance Application** to submit along with their application for enrolment. Admission is dependent on the payment / assistance agreement.
- D) Each family will be required to financially fulfill their tuition payments during the year as communicated by the Office Staff in late August / Early September.
- E) Tuition amount is based on the number of children attending.
- F) Withdrawals from PRCS are required to give a minimum of ONE MONTH NOTICE. If a student is withdrawn during the school year and their tuition has already been received by PRCS the tuition will be prorated and the unused portion will be reimbursed.
- G) PRCS will not be reimbursing tuition in the case of school closure due to any global disasters, pandemics, or situations out of our control.

Attendance Policy

- Students are expected to be prompt in arriving at the school and regular in attendance.
- School hours are 8:40am -3:00 pm Mon-Friday (excluding statutory holidays, Pro-D Days and other breaks)
- Supervision is the parents responsibility before and after school bell times.
- Families who require earlier delivery or later pick-up are expected to make personal arrangements for the safety of their children.
- Students are expected to report to their classroom in the morning when the bell has rung. They are to wait outside to receive instruction on entering the school from a teacher or the principal. **Students arriving after 8:50am must report to the office** before going to their classroom.
- In the case of unplanned absences, such as sickness, a responsible member of the family will call or email the school office before 9:00 am. If a student is not accounted for, a call home will be made by the office. When communicating with the school by email please **email both the office and your child's teacher**.
- If a student will be away for an extended period of time the parent/guardian will inform the office and teacher in writing.
- A student will be released from school before the established dismissal time only when there has been advance notice and after positive identification of the adult to whom the child is being released. Any child leaving the school **must be signed out** on the sign out sheet in the office.

Uniform Policy

(updated Aug 22, 2024)

The purpose for students wearing a uniform at PRCS is to help reinforce the identity of our school and to provide a safe and modest learning environment.

The uniform policy is in place to create a sense of community and belonging. Our hope is that the students at PRCS believe they are a part of something bigger than just themselves. Uniforms simplify morning routines, remove peer pressure and encourage professionalism.

- Uniforms are to be worn each day.

- It is recommended that students from Grade 4-9 change into their PE clothing for PE classes.

- It is the parent/guardian's responsibility to ensure that your child is wearing the correct uniform items, preferably from the suppliers listed, throughout the school year. * With regards to pants, these can be purchased from any retailer but must be in accordance / similar to the ones offered by Cambridge PRCS uniform.

(www.cambridgeuniforms.com)

- Please label all clothing, shoes, and personal items that are intended for regular school use. This prevents a lot of misunderstandings when similar items are purchased by different students.

Taws can embroider initials on hoodie sleeves,

Student Appearance

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

A written notice to parents will be sent home with students that do not comply with the uniform requirements as set out above. After 3 notices the parent will be contacted by the office. The parent /guardian will then be required to deliver the appropriate uniform attire or have the student picked up. Thank you so much for your cooperation.

Please make sure you have read and understand the uniform policy of Powell River Christian School. If you have any questions please reach out to the office staff.

Mandatory uniform for Grades K-9 (please use Cambridge Uniforms as a reference when purchasing from other retailers)

Boys

- Black pants - See Cambridge Uniform selection for PRCS
- White Polo Shirt with PRCS logo. (These are available from Cambridge Uniforms, but may be purchased elsewhere and get embroidered at TAWS)
- Sweater - pullover or vest with logo
- Black/Dark colored socks - these are available through Cambridge Uniforms but may be purchased elsewhere
- *Optional: Black dress shorts*
- *Note: We are phasing out our 'Grey Polo Shirts'. Because they are not being sold by Cambridge anymore and are difficult to source. If your child needs new shirts we ask that you buy the white ones. However, if your child still fits in their grey shirts, they can still wear them this year. Grey shirts will not be permitted starting September 2025.*

Girls
K-3

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

Girls
4-9

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

Optional

Black PRCS hoodies are also available for order from TAWS cycle and sports.

Recommended PE uniform for Grades 4-9

Optional PE uniform for Grades K-3

(available at Taws Cycle and Sports Shop - 4597 Marine Ave - (604) 485-2555)

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

Shoe requirement for students: Although our ideal is for students to wear black shoes, this can often be a challenge with our limited store providers. Therefore, any dark colour shoe will be permitted so long as they are closed toed, securely fitted, and non-marking. Boots are only permitted during outdoor learning time and for commuting to and from school. Students in K-3 are expected to leave a pair of non-marking indoor shoes at the school - these shoes can be used for P.E. For hygienic and safety reasons, students will not be allowed to go about in sandals, socks, or bare feet.

Exceptions:

- Some students may have sensory or other issues that make uniform adjustments necessary. We will attempt to make the school environment a safe and caring place for all students. If an adjustment to this uniform policy is warranted for a student it will need to be included in their individual educational plan.
- Some younger students like to wear a long sleeve shirt underneath their uniform shirt for warmth. This long sleeve shirt must also be white to match the school uniform.

How to Order

Cambridge Uniforms:

1. Shop online at: www.cambridgeuniforms.com
 - If you have not made an online account yet then click on REGISTER YOUR CHILD HERE
 - Make an account name (e.g. Jones Family)
 - Enter PRCS code: **lex987** and Follow further instructions (**LEX987** in lowercase).
2. Phone Order: Customer service **1-800-924-9069**
3. Email completed form order orders@cambridgeuniforms.com

Uniform Policy Revisions Approved August 22, 2024 by PRCS Board

Student Appearance

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

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

The PRCS Board is responsible for the PRCS Uniform Policy. This Policy has been approved and adopted by the PRCS Board on August 22, 2024.

Volunteer Supervision : Rules and Guidelines

- All Volunteers are to have a B.C. Criminal Record Check done prior to any volunteering at PRCS
- Please contact the office for a digital link to fill out a criminal record check for volunteers. office@powellriverchristian.com

-Before school supervision is the responsibility of parents / guardians.
-Lunch supervision is from 12:30-1:00 pm, typically supervised by school staff.
-Supervisors are required to circulate amongst all students and to maintain boundaries as posted. They are also required to check the grounds to ensure that all students have entered the school after the bell has rung. They have radios for emergency communications. They have bandaids for small cuts that happen from time to time.

Guidelines for supervisors and volunteers are as follows:

- General playground rules:
 - Hands, feet, and objects to yourself.
 - Up the stairs, down the slide.
 - Listen to supervisors and bells for times to go out and return from recess.
 - Seek help from a supervisor if there is something bothering you or something unsafe that you see.
- Students must stay within posted boundaries.
- Some activities must be played only within specific boundaries, as posted (such as hockey, soccer, etc.)
- All violent activities are strictly prohibited.

Volunteer Form

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

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

	Criminal Record Check form - see office for online link to complete this step
	Community Standards Policy form
	Volunteer Responsibilities form

Written and In-Person Progress Reports

There are five times a year that reports are available to parents. Our teachers are available to chat in between these report dates by booking an appointment if you have any questions or concerns.

First, we have a "Parent Teacher Interviews" early in the school year usually around the end of October for parents and teachers to chat about how the first two months of school have been going and make plans for continued learning. Please schedule an appointment to attend as good communication is vital to your child's education.

There are three written progress reports sent home in a school year. Written progress reports are sent home at the end of each of the three terms (usually early December, mid March, and last day of school in June). Dates will be noted on the school calendar.

Lastly, during the third term there will be a "Student-Led Conference". This gives the students an opportunity to display their work to parents/guardians and shows their progress throughout the year.

Provincial Proficiency Scale

PRCS uses the following grading system as directed by the [BC Ministry of Education and Child Care](#):

The Provincial Proficiency Scale

If your child is in Grades K-9, you won't see letter grades on their report card. Instead, you will see information on where your child is on the Provincial Proficiency Scale. The scale uses the terms "Emerging," "Developing," "Proficient," and "Extending" to describe student learning. The scale maintains high standards for student learning.

Emerging	Developing	Proficient	Extending
Emerging means your child is beginning to understand something in an area of learning. They are still learning but may need more support to move ahead. Emerging doesn't mean your child is unsuccessful in this area.	Developing means your child understands some things in an area of learning but still has other areas to work on. Like Emerging, it doesn't mean your child is unsuccessful in this area.	Proficient is the goal for your child. It's also the goal for all students. When your child is Proficient, it means they fully understand the required learning. But it doesn't mean their learning stops.	Extending is when students show a deeper understanding. It's when your child is able to apply their learning in new and different ways. Extending is not the goal for all students in every area of learning.

B) STUDENT GUIDELINES

Attendance Protocols: PRCS Attendance Protocols (Parents)

We have these attendance protocols primarily to keep students safe for drop off and pick up at school each day. Please help us with this by **emailing** or **calling** if your child is going to be absent providing the reasons for the absence. If you are sending someone else not on your emergency contacts list to pick up your child, **alert the office and classroom teacher in writing by email ahead of time.**

- The bell rings at 8:35 to signal students to enter the school for class to start at 8:40 each day.
- Teachers will have attendance submitted by 8:50 am to the office.
- A child will be marked 'Late' by the office if arriving after 8:50 am.
- If your children are going to be late (after 8:50 am), please instruct them to stop by the office before going to class to get a late slip. If you are bringing a younger child into the school late, stop by the office and pick up a late slip with them.
- If your children are not going to be attending school that day,
 - **email both the teacher and the office with the details (preferred).**
 - **Or: please phone the office and leave a message.**
 - Reasons for the absence are important so please make sure to indicate why they are not at school.
 - Our office email is office@powellriverchristian.com
- If you have not informed the office/teacher of your child(ren)'s absence a phone call will be made by 9:15-9:20 confirming your child's absence.
- If you need to pick up your child earlier than the end of the school day, please stop by the office and sign them out. Students are not permitted to sign themselves out.

Bicycles, Scooters, Skateboards, Roller Blades

- For safety reasons, riding bikes, skateboards, scooters, or rollerblading on the playground or in the parking lot is not permitted before, during, or after school. If you ride a bike to school, park it in the bike rack. Please walk your bike on school grounds.
- Rollerblades and skateboards should be stored in your classroom or locked outside.
- There are very few exceptions to this but if you think you need one please check in with the principal.

Birthday Parties

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

Chapel

Chapel is held at 9:00 a.m. every Tuesday morning (unless rescheduled for various reasons). It is a time for students and teachers to gather together for worship, prayer, and stories. If you would like to participate in a chapel or know someone who would, please speak to the office, the Principal, or a member of the student leadership team. Parents, siblings, grandparents and friends are always welcome to attend. We try to have the chapel finished in about 20 minutes.

Conduct

At PRCS, we strive to be Christ-like with our words and actions. We show our **ROARS** through:

ROARS:	<i>Respect - Ownership - Awesome Attitude - Responsibility - Safe</i>
<i>Respect:</i>	We treat others as we want to be treated
<i>Ownership:</i>	We are stewards of our supplies, materials, and building
<i>Attitude:</i>	We demonstrate a growth mindset
<i>Responsibility:</i>	We are accountable for ourselves and our actions
<i>Safety:</i>	We are careful with our words and actions

- Consideration, courtesy and respect must be shown to others.
- Hats, hoodies, and toques are not to be worn on heads inside the school building or the chapel, unless specifically stated in student learning plans or part of the school uniform.
- Vandalism, use of profane language, fighting or rough and dangerous play is not tolerated.
- We use our words to encourage, inspire, and build-up everyone we come into contact with.
- Dangerous toys or anything resembling a weapon, collecting cards, and electronic games or toys are not permitted at school, or during school trips and school functions.
- iPods, iPads and other electronic devices may only be used under supervision and with teacher permission. Otherwise, they should not be out during the school day.
- Cell phones are not to be used during recess, lunch or regular class time and must be kept out of sight in your backpack unless under teacher permission/supervision in the classroom setting. From morning bell to after school bell your cell phone should be muted and in your backpack.
- PRCS is not responsible for lost or stolen devices.

Discipline/Consequences

- The classroom teacher will handle most issues. She/he might speak to you, move you to a different seat in the classroom, give you a special assignment, or remove you from class activities.
- In grades 4-9 a teacher might also ask you to stay after school. A 15-minute after-school detention may be given without prior notice. If the detention is longer, the teacher will give you one day's notice so you can make the necessary arrangements. Remember that it is your choice to act in a manner that leads to detention. Therefore, you must change your plans to spend the required time.
- If your choices cause a disruption in the classroom learning environment, you may be sent to the office. You must remain on the bench until the principal has spoken with you. You may be expected to make up missed class time and work after school. You must obey the classroom rules laid out by the teacher and students.
- The Principal will deal with each student who fails to comply with the classroom rules in consultation with your parent/guardian to administer appropriate consequences. Your parent/guardian will be contacted if your behaviour makes it necessary.
- When deemed necessary, the Principal will use a "How to Say Sorry" worksheet to work through issues that come up between students or students and staff. This will be shared with parents and staff in setting positive action plans for future situations. Escalating consequences may occur if negative behaviour continues to occur.

Cold and Rainy Weather

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

Computers and Technology

A signed media agreement is required for students to access any form of technology at school including iPads, laptops, or other learning tools. Students must adhere to the media agreement. Each classroom has access to a set of laptops or iPads to use in class. Your classroom teacher must supervise you at all times while using technology. Computers, digital projectors, document cameras, and iPads are other forms of technology available for use in the classroom setting with teacher permission. Follow your teacher's instructions regarding use of these tools at school.

Dress and Grooming

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

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

Dress and Grooming (continued)

Facial makeup is not permitted for elementary students.

For safety reasons, long or dangling earrings must be removed for PE class or sports activities.

Non-marking runners can be worn for daily use and for gym class. Shoelaces should be tied, as loose laces pose a safety risk. Students are required to wear appropriate footwear at all times.

Students are encouraged to use sunscreen or wear appropriate and suitable hats outdoors.

Food

- Lunch and snacks should only be eaten while sitting down in your classroom.

- Do not eat food in the hallways or outside at any time. Class picnics are an exception.

- Please bring your lunch in a reusable lunch bag or lunch kit. Bring your juice or milk in a thermos or other reusable container. No bottles, cans or pop, please. Food should never be thrown away. If you can't finish it, please take it home.

- Gum is not allowed at school, without special permission.

Hot Lunch Days

Notices/emails will go home regarding hot lunch days.

Health and Safety

- PRCS has a school health nurse that liaises with the school. Throughout the school year the nurse will offer immunizations at public health and a variety of other services. This is usually for students in grade 6 and in grade 9.

- Please notify the school office of any communicable disease.

Homework

- Homework is your responsibility, not your parents!

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

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

- Grades 4-9 students should work to plan and organize their time for doing assignments. Ensure that you have recorded all your homework and other pertinent information at the end of each school day in your digital calendar or personal notebook. Teachers will be communicating regularly with parents via email. Please reach out to your teacher if there are questions about your homework.

Illnesses and Injuries

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

regular school activities, please stay home until you feel better (or the fever has changed and your temperature is back to normal for 24 hours without medication).

Library

The library is an important part of our school and its use is encouraged for enjoyment and learning. The Librarian will be available 1 day each week to check out books. You may use the library at your scheduled class time or during the designated 'open library' times. Your teacher may also send you with supervision to the library to get books or work on research. Please remember when entering the library to be quiet and respectful of others who may be reading or working.

Lost and Found

- Valuable items found should be turned in to the office. Other items should be placed in the Lost and Found bins near the office. **Please write your name** on articles of clothing and uniform pieces so we can get them back to the rightful owners.
- If you have lost something, please check the bins, but be sure to take only things that belong to you. The bins are emptied as necessary, and the articles displayed in the hallway from time to time. All students are given an opportunity to reclaim their belongings.
- All unclaimed items will be donated to charity at Thanksgiving, Christmas, Spring Break, and the end of June.

P.E. Clothing - PLEASE LABEL ALL CLOTHING

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

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

Perfume + Scent Free School

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

Play Areas

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

The following areas are out of bounds:

- Parking Lot, Treeline, Concrete Slopes, and Grass Slopes
- You must play in areas designated and not be out of sight of supervisors

Recycling

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

Supervision

-Parents are responsible for supervising their children before and after school times. Morning bell goes at 8:35 am for 8:40 start. At the end of the day the bell rings at 3:00 pm. Students should be picked up by 3:05 pm.

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

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

-After school, you should be on your way home immediately unless you are involved in a supervised after school activity. The school grounds are unsupervised after 3:05 p.m. pick up time.

Transportation

PRCS has a bus for transportation to and from school. The bus may also be used for field trips. Riding the bus is a privilege not a right. If these rules are broken and safety is compromised parents may be asked to provide transportation to and from school. If you are riding the bus: **DO...**

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

DO NOT...

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

Telephone

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

Vandalism

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

1) Conflict Resolution Procedure

- a) Step 1 – Any student or parent that has an issue needs to approach the individual involved to seek a resolution.
- b) Step 2 – If the issue is unable to be resolved, the student or parent should contact the principal/assistant principal. The principal/assistant principal will attempt to help the student or parent work through the issue.
- c) Step 3 – If necessary, the principal/assistant principal will provide support for mediation between the parties involved.
- d) Step 4 – If the student or parent is still not satisfied, they may contact the board. If the matter remains unresolved, an appeal can be made in writing to the Board. Appeals will only be heard at the discretion of the Board.
- e) If the issue at hand remains unresolved at the board level – an Ombudsperson will be contacted and the process will be followed as stated in the **PRCS Appeals Policy**.

CLOSING

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