



4.7 SCHOOL HANDBOOKS

NAME: 04.07.02 FAMILY HANDBOOK	VERSION: 2
ADOPTED: JUNE 10, 2013	REVIEW: 2016-2017

REVIEW EVERY 4 YEARS

PREAMBLE

The Richmond Christian School community benefits from a handbook that identifies relevant information and outlines some of the important practices that are in place. Although RCS is one school, its three campus structure requires a unique and flexible approach to the creation of each parent handbook.

This policy should serve as a checklist when handbooks are designed and revised, ensuring that the following topics and related details are included in each campus version. Where a particular topic is relevant to the entire school body, a statement of wording has been included herein and appears in *italics*. This wording should be used to ensure that the information included is consistent from campus to campus and version to version.

OPENING

1. Message from the Principal
2. *Mission Statement*
3. Vision Statement – campus specific
4. *Core Values*

POLICES

5. *The Board of Trustees works diligently to ensure that written policies are in place which support and guide the direction of the staff as they work to honor the Richmond Christian School Mission Statement. This may include:*
 - a. Admissions Policy

- b. Community Standards Policy
- c. Dispute Resolution Policy
- d. Volunteer Policy
- e. Homework Policy
- f. Field Trip Policy
- g. Literature Selection Policy

GOVERNANCE STRUCTURE

- 6. *The purpose of the Society is to establish, maintain and conduct a school or schools and to provide for the education of the pupils of such school or schools in accordance with the basic principles set forth in Article 4 hereof, so that such pupils as children of God may occupy their places worthily in Society, Church and State. (source: Constitution and Bylaws - Reformed Creeds)*
- 7. *The Board of Trustees is each a member in good standing of the Association who volunteer to serve the community. Each Trustee is elected by the membership at either the AGM (if an opening exists) and at the June General Meeting. The term of service is 3 years and Trustees can serve 2 consecutive terms. Board members also serve on a subcommittee in order to support and encourage clear communication from the committees to the Board.*
 - a. *An elected Board of Trustees work with the Administration to ensure that the policies and vision for Richmond Christian School are in keeping with the school's Mission and Core Values.*
 - b. *The name of the Society is the "Richmond Christian School Association."*
- 8. Committees requiring association members
 - a. *Various subcommittees of the Board meet on a regular basis to ensure that the practical work required of the Board is completed. The subcommittees are typically comprised of a Board representative, Administration members, staff and parent volunteers. Some committees meet monthly and others on an ad hoc basis.*
 - i. *Finance Audit and Risk Management*
 - ii. *Education (one for each campus)*
 - iii. *Technology*
 - iv. *Policy*
 - v. *Dispute Resolution*
 - vi. *Employee Relations*

9. Contact information on key Board and Administration contacts including:
 - a. Superintendent
 - b. Secondary Principal
 - c. Middle Principal
 - d. Elementary Principal

COMMUNICATION

10. *Richmond Christian School uses various methods of communication to share information about the expectations, objectives and day to day operation of the school. Parents and Guardians are asked to ensure that they update the campus receptionist should their contact information change. Information will be provided through direct written correspondence, e-mail and through postings on the school's media vehicles.*
 - a. RCS website www.richmondchristian.ca
 - b. RCS publications
 - c. Social media
 - d. Student-teacher social learning platforms

FINANCIAL

11. Tuition structure
 - a. *Full tuition payment can be made in September or a Direct Debit form and a blank void cheque will enable the business office to process monthly installments. Late or missing payments may adversely impact the school's ability to accept a family's enrollment application. Should you experience financial concerns over tuition, please contact the business office directly.*
12. Donations
 - a. *Government funding and tuition fees do not cover the full cost of operating an independent school. How these funds can be spent is restricted by the Ministry of Education and as such RCS must raise additional funds for facilities, upgrading and related costs. Families are asked to contribute additional funds and resources to annual campaigns and on-going building campaigns to the best of their ability. Funds from these campaigns go to meet specific needs and the ongoing maintenance and improvement of our facilities.*

13. Additional costs that may occur during the school year not related to tuition.
 - a. Student Fees
 - b. Assessments required to support learning.
14. Tuition Assistance
 - a. *Tuition assistance is available for families of current RCS students who are experiencing financial difficulties on a short term or long term basis. For further information, please contact the business office.*
15. Benevolent Assistance
 - a. *The Benevolent Fund Policy is intended to provide an additional option for financial relief to members in the RCS community or to those individuals or organizations requiring assistance, as directed and approved from time to time by the RCS Board of Trustees.*
 - b. *Access to benevolent assistance can be requested through completion of a Benevolent Assistance Request form which is available through the school website or any campus office.*

VOLUNTEERING

16. *Parent participation and volunteering are critical to the success of any independent school and as such parents/guardians are required to give a minimum of 10 volunteer hours to the school each year. If a family does not provide and record 10 hours of service during the school year their Parent Participation cheque, post-dated for June, will be cashed and deposited into the Benevolent Fund.*
17. *The school relies on RCS society members to hold membership on the Board of Trustees and various committees that help facilitate and support the success of the school. Parents are asked to join the society annually and to attend school sponsored events, the AGM and JGM and to serve in areas where they are gifted.*
18. *Volunteering opportunities exist at all levels of the school's governance structure, at each campus and inside outside of normal school hours. Service opportunities will be communicated by your child's teacher, the campus Principal, the Administration, and our Development Coordinator, for example.*
19. Sign in procedures
 - a. Logging time

PROFESSIONAL DEVELOPMENT

20. *RCS recognizes that Professional Development is critical for the growth of the school and the advancement of the teacher. The Board, on behalf of the Richmond Christian School Association, shall provide opportunities for staff to invest in their continuing education and where necessary, will provide financial assistance for staff to encourage them in the pursuit of furthering their education.*
21. *The Administration ensures that all teachers have access to professional development and that individual teachers are encourage to participate in additional educational opportunities that will benefit both the teacher and the school.*

CAMPUS OVERVIEW

22. Floor plan
23. Daily schedule
24. Chapel schedule
25. Campus annual theme
26. Staff devotions
27. Library
28. Hot lunch
29. Dress code
30. School calendar link
31. School closures for inclement weather

CODE OF CONDUCT

32. Student Code of Conduct
33. Bus conduct
34. Technology Use Code of Conduct

DISCIPLINE

35. *RCS is an environment where students are encouraged to engage and interact with one another in positive and effective ways. Interactions can result in misunderstandings, poor decisions and problematic behaviours that require attention and reconciliation. Students will be held accountable for their conduct where a serious or intentional situation is or has caused harm to another. Parents are asked to recognize that some situations result from poor behaviour and decision making skills and are not always evidence of harassment or bullying with intent to harm.*
36. *Parents who have a concern about the conduct or behaviour of another student are asked to bring that matter to the attention of their child's classroom teacher or the Principal promptly.*
37. **Campus Discipline Policy**

OFF CAMPUS FIELD TRIPS

38. *Richmond Christian School will make every reasonable effort to ensure the safety of all field trip participants. Staff are suitably trained and qualified and students will be properly supervised over all aspects of the program/activity. Parents and guardians are required to remind their children about the expected code of behaviour and general rules of safety. An Emergency Plan will be in place to deal with an injury or illness and a Safety Plan will be in place to manage known potential risks.*
39. *Consent forms will precede each activity and must be signed and returned in advance or the child will not be allowed to participate.*
40. *Volunteer driver responsibilities*
 - a. *Parent who volunteer to drive on school field trips or activities are asked:*
 - i. *to transport students directly to and from the event only,*
 - ii. *to confirm that they have a valid BC drivers license,*
 - iii. *that the vehicle they will be operating has \$3 million in Third Party Liability Insurance,*
 - iv. *to ensure that proper seat belt restraints are worn by all students at all times. [excerpt from 4.5 Field Trip Policy]*
41. *Volunteer supervisor responsibilities*
 - a. *Parents who volunteer to supervise and drive students on school field trips or activities are asked to confirm the list set out above and that they will stay on site and personally supervise a specific group of students, their whereabouts and general conduct while at the facility. [excerpt from 4.5 Field Trip Policy]*

42. *Volunteer supervisors who will be participating in over-night school sponsored events must have a current criminal records check completed and on file with the appropriate campus office prior to departing on the trip. A copy of a current Criminal Records Check must be provided to each campus, at which you will be volunteering for over-night field trips. Criminal records checks must be renewed after 48 months. [excerpt from 4.5 Field Trip Policy]*
43. *Student drivers*
 - a. *RCS students are not allowed to drive other students to or from school sponsored events. Exceptions can be made if the parent or guardian of the student driver completes a Parental Consent for a Student Driver To Drive form and provides the original to the supervising teacher and campus receptionist prior to the date of departure. [excerpt from 4.5 Field Trip Policy]*

STUDENT LEADERSHIP

44. *Students are offered opportunities to support other students, volunteer in the community and develop their leadership skills throughout their time at Richmond Christian School.*
45. Leadership opportunities
46. Performance opportunities
47. Volunteering
48. Missions

STUDENT SAFETY

49. Pick up and drop off procedures
 - a. Traffic protocols
50. Late arrival
51. Injury or illness
 - a. School nurse
 - b. *When a child is absent, the parent must send a written note to explain the reason for the absence (e.g. illness, medical appointment, holiday). A written note is required by law and the teacher must ensure that the parent provides a written notice clearly setting out their name, the date(s) of absence and reason. Notes must be signed by the parent/guardian.*

- 52. Supervision before and after school hours
- 53. Leaving school grounds
- 54. Bicycles

EXTRA-CURRICULAR ACTIVITIES

- 55. *Students have the opportunity to participate in a wide variety of extra-curricular events and activities. Effort is made to ensure that individual students are given opportunities to use their skills and non-academic strengths for their development and personal growth.*
- 56. Athletics program
- 57. Music program
- 58. Campus specific programs

SCHOOL AND PERSONAL PROPERTY

- 59. *Richmond Christian School is not responsible for lost or missing items.*
- 60. Personal belongings at school
- 61. Lockers
- 62. Lost and Found

HEALTH AND SAFETY

- 63. *We cannot guarantee a nut free environment for students nor an “allergen free” school but we do ask parents and guardians for their cooperation and support to make our school as safe as is reasonably possible in this regard. Parents or guardians of a student with a known allergy or health concern are expected to provide the school with written instructions from their physician. Where required the parents or guardians are responsible for providing any medications or epi-pen.*
- 64. Snacks and lunch
- 65. Allergies
- 66. Emergency preparedness drills

LEARNING EXPECTATIONS

67. *Completing meaningful homework is, in part, how students demonstrate their learning and enables teachers to adequately assess learning outcomes. The assignment of homework to Richmond Christian School students must have a clear objective for supporting and encouraging the student's educational experience.*
68. Homework Policy
69. Reporting periods and student records
70. Grading
71. Specialty programs (gifted, learning assistance support)
72. Advanced Placement

PROVINCIAL OR NATIONAL TESTING

<Comment required from Admin team>

73. FSAs

HOW TO HELP YOUR CHILD

<Comment required from Admin team>

74. Attend Meet-the-Teacher-Nights.
75. Attend parent-teacher interviews.
76. Participate in school education initiatives offered periodically by the Education Committees.
77. Communicate with your child's teachers promptly and courteously.
78. Other tips...

<compare current campus handbooks to this policy to ensure that the content that is required is continued and any additions are updated in the policy>