



**Centennial**  
**Christian School**  
HEAD • HEART • HANDS

# **Elementary**

# **Parent**

# **Handbook**

3608 Sparks Street  
Terrace, B. C.  
V8G 2V6  
250-635-6173

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## CENTENNIAL CHRISTIAN SCHOOL HANDBOOK

Welcome to Centennial Christian School!

Welcome to all parents and supporters. We hope that this handbook will be informative and make you more familiar with the affairs of your school.

As supporters you will want to know the important policies which govern the school's operation. We welcome your visits to the school and ask for your suggestions in providing a stimulating and challenging Christian educational program and environment for your child. A list of all school policies can be found at the back of this handbook. A password to view these policies online or hard copies are available at the front office upon request.

Centennial Christian School offers education from Preschool through Grade 12. This Handbook is designed for parents and for students in Kindergarten through Grade 7. A separate handbook for High School grades 8-12, is also available.

The purpose of the Handbook is to explain the school's basis, program, operations, and policies. You will find information about guidelines in place to allow for smooth operation of the school. This will make the school year enjoyable for you and all other members of the Centennial Christian School Community.

### WHAT IS CENTENNIAL CHRISTIAN SCHOOL?

Centennial Christian School is a Christian day school operated by the Terrace Calvin Christian School Society.

The basis of our Society is the infallible Word of God as interpreted in the Reformed creeds and standards. A Reformed world and life view is one that recognizes that we must serve and glorify God in all of life and uphold the Lordship of Christ in all things.

Centennial Christian School exists for parents who desire Christian nurturing for their children in their schooling. Through the educational program the school strives:

- a) to prepare the child as God's image bearer for meaningful participation in society.
- b) to help the child see his/her life-task in the context of the Kingdom of Jesus Christ.
- c) to show the children the way to total commitment to Christ and the need for His Lordship over his/her life.

## ***OUR VISION STATEMENT***

*Centennial Christian School is a community that is based upon the sovereignty of God and the authority of His Word. Through the redeeming work of Christ and by the power of the Holy Spirit, we are enabled to serve and glorify God in all of life and to uphold the Lordship of Christ in all things.*

*Holding this world view, which recognizes everyone as created in God's image, we seek to support each other in nurturing the unique gifts of all students. Through example and instruction, we equip each student with knowledge, skills, and understanding, challenging them to exercise discernment and stewardship in all aspects of life. We intend the entire learning environment to reflect the diversity and unity of God's creation.*

## ***OUR MISSION STATEMENT***

*Head, heart and hands; learning in and with community.*

### **ADMISSION POLICIES AND PROCEDURES**

Centennial Christian School is open to all those who are in agreement with the Society's basis and goals. Parents who are new to our school and to Christian Education are interviewed by the principal and then enrolment and full or associate membership recommendations are made to the Board. All parents new to the Society are expected to attend Orientation Sessions held in the fall.

The BASIC PURPOSE of our school and its METHOD OF OPERATION are found in the Constitution. The Board asks all parents who wish to enrol their children to familiarize themselves with this Constitution. The school will have its greatest appeal to Christian parents seeking a Christian education for their children. Parents will be subject to all Board policies and decisions regarding the operation of the school. New students are accepted for a probationary period of three months with a definite decision regarding the student's regular status to be made at that time. Grade level assignments are the responsibility of the principal. Students whose conduct is in constant conflict with the character and purpose of the school may be subject to dismissal, the dismissal being a matter of Board decision.

If you or someone you know is interested in enrolling children in Centennial Christian School, please write to the following address or call the school and contact the principal, Mr. Edgar Veldman.

Centennial Christian School  
3608 Sparks Street  
Terrace, B. C.  
V8G 2V6  
Principal, Mr. Edgar Veldman

Phone 250-635-6173  
Fax 250-635-9385

## TUITION INFORMATION

Tuition varies from year to year. To find the current year's tuition schedule please contact the school's bookkeeper at 250-635-6173.

Financial arrangements and questions should be directed to the Treasurer.

## THE PRIMARY AND INTERMEDIATE STAFF

Mrs. Trish Rolleman	- Kindergarten
Mrs. Susan Lehman	- Grade 1/2
Mrs. Jeanette Ewald	- Grade 3
Mrs. Anita Struyk	- Grade 3 and Librarian
Ms. Ashley Hall	- Grade 4/5
Mr. Jeff Lehman	- Grade 6/7
Mr. Tim Block	- Art 4/5, 6/7
Mrs. Jana Pelletier	- Learning Assistance
Mrs. Kimberly Lindsay	- Music 2 - 5, Band 6/7
Mrs. Betty Terpstra	- Librarian
Mrs. Ella Ringma	- Assistant Principal, PE K, Math 7, ADST 7
Mr. Edgar Veldman	- Principal

## TIMETABLE ORGANIZATION

Our school operates on a weekly cycle. Each day of the week is broken down into seven periods for a total of 35 periods in the week. The times for a school day are as follows:

8:50	- Opening bell	12:05	- End of 4 <sup>th</sup> period
8:55	- Beginning of 1 <sup>st</sup> period	12:20	- End of eating time/beginning of lunch hour
9:39	- End of 1 <sup>st</sup> period	12:55	- End of lunch hour/beginning of 5 <sup>th</sup> period
9:42	- Beginning of 2 <sup>nd</sup> period	1:34	- End of 5 <sup>th</sup> period
10:26	- End of 2 <sup>nd</sup> period/beginning of recess	1:37	- Beginning of 6 <sup>th</sup> period
10:40	- End of recess/beginning of 3 <sup>rd</sup> period	2:19	- End of 6 <sup>th</sup> period
11:19	- End of 3 <sup>rd</sup> period	2:22	- Beginning of 7 <sup>th</sup> period
11:22	- Beginning of 4 <sup>th</sup> period	3:05	- End of school

## Hearts and Hands

In addition to the Board and its Committee, our school has a Hearts and Hands committee. This group of people is instrumental in obtaining funds for needed items and special projects in the school. Funds are raised through various activities including our annual bazaar, pie day, hot lunch program and catering banquets.

## GENERAL INFORMATION AND POLICIES

### 1. Home - School Communication

#### a) Friday Flapper

A weekly school newsletter called the Friday Flapper is emailed home every Friday, or sent home with the youngest child in the family. This link to the school will keep you up to date on upcoming events and class assignments. Please make a habit of reading it.

#### b) Class Newsletters

Class newsletters are often sent home by the homeroom teacher. They inform parents about events particular to their grade.

#### c) Christian Home and School

This bi-monthly magazine from Christian Schools International (CSI) is made available through the school. It is an excellent magazine which provides up to date information about Christian Education in North America. It will be attached as a link with the Friday Flapper.

#### d) Parent Communication

We encourage parents to communicate concerns and praise to the teacher when occasions arise. Teachers will also make contact with parents when necessary.

### 2. Parents and Volunteers

Help, support, and volunteering by parents are necessary on a regular basis. Find out ways in which you can participate. Some examples are:

- class speakers
- class helpers
- drivers for events and clean up
- tutoring
- Hearts and Hands
- work on committees
- visiting the school

### 3. Discipline at School

Our Vision Statement begins with describing Centennial Christian School as a community. As a community we need to establish how we are best able to serve God, others and ourselves with respect to the operation of the school.

The Bible is our source for all our guidelines with respect to attitude and conduct. Our guidelines must be justifiable and strive to be fair and impartial. Two over-arching principles are (taken from Jack Fennema's book *Nurturing Children in the Lord*):

#### General Principles for determining guidelines

1. Be wise stewards of time and property.
2. Respect the rights of others:
  - to learn
  - to be free from harm

Christian discipline in the school is intended to be carried out in the same way that loving parents would discipline their children. The term Christian discipline implies a process of leading, guiding nurturing, and correcting children in a path of service to God and to their neighbours.

Discipline is carried out keeping in mind the aspects of love and concern and firmness and fairness. It is expected that teachers and parents communicate their concerns in this area.

**Parents dissatisfied with any specific happenings are asked to speak first with the teacher involved.** Contact the administration if further discussion or clarification is required.

#### 4. Playground Activities

At recess and noon hours students are expected to be outside unless they have been asked to remain in by a teacher or they are participating in intramural activities in the gym.

The general principles for behaviour as described in Discipline (Section #2) apply for the playground also. There is to be no play fighting or games that involve pushing, shoving, or tackling. Rough play in any sport is also to be avoided. Students disobeying this rule will be addressed by a teacher and sent to the principal in the office if needed. Repeated infractions will result in loss of noon hour privileges and/or a child being required to be at home for noon hours.

#### 5. Attendance and Absences

Regular and punctual attendance is expected at all times and is vital for successful performance in your course work. If your child will be absent, please inform the school before 8:50 a.m. on the day of the absence. Parents are urged not to take their children out of regular school days. Students' academic progress is affected by absences.

The homework teachers assign after an absence will not make up for the absence from class, since most of a students' learning is gained from teacher instruction and class dialogue. Daily assignments are the student's response to the lesson of the day and are not the lesson itself. If a prolonged absence is unavoidable, it is the parents' responsibility to keep the student from getting so far behind that resumption of school work is difficult and frustrating. For absences other than illness, the teacher is not required to spend large amounts of time on preparation of lessons and individual instruction.

Parents are asked to pick up their children on time after school. We trust that this information will help minimize the disruption of your child's education. Please plan your holidays to coincide with school holidays.

6. School Cancellation

**When school is unable to open because of severe weather conditions or must be closed because of emergencies, news of this will be carried on the local AM station CFTK 590, the Centennial Facebook page, and the school website at [www.centennialchristian.ca](http://www.centennialchristian.ca)**

7. Homework

In the lower grades (K-3), homework will be minimal. Students in the intermediate grades (4-7) may receive homework assignments more regularly and should expect to spend time at home reviewing and studying for tests. Students in any grade who do not finish assignments in class when enough time was given may be required to complete the work at school or take their work home to finish it.

8. Report Cards and Grading

Regular report cards are issued three times a year. Please keep in mind that report cards are one method of relating student progress. We encourage regular communication between parents and teachers. After the first report, **parents are required** to attend a parent/teacher conference with each child's teacher. Other conferences may take place at the request of the parents or teachers.

The Primary Report Card (K-3) has a different format than the Intermediate. Comments and checklists are used along with an indication of progress and achievement.

The Intermediate Report Card (4-7) has the following letter grade scale long with comments:

Letter Grade	Percent	Grade Level Expectation
A+	98-100	Exceeding
A	92-97	
A-	88-91	Fully Meeting
B+	84-87	
B	80-83	
B-	76-79	

Letter Grade	Percent	Grade Level Expectation
C+	72-75	Minimally meeting
C	68-71	
C-	64-67	
D+	60-63	Not yet meeting
D	56-59	
D-	51-55	
E	1-50	



## 9. Books and Supplies

All textbooks and supplies (pencils, notebooks) are provided by the school. Students in Grades 4 - 7 may find a binder useful for loose-leaf notes and handouts. Grades 4 - 7 students are also required to supply their own blue (or black) and red pen for classes. A math set is required for students in Grades 5 - 7. We ask that all students in Grades 1 - 7 provide their own felt pens and pencil crayons.

Students in Grades 4 - 7 are required to have a school T-shirt and proper gym strip for P. E. classes.

Students in Grade 4 and all new students to the school are provided with a Textbook NIV Bible for class use. Students keep the Bible when they leave Centennial Christian School.

## 10. Library

Books may be checked out of the library only when the librarian is present or with special permission from the teacher. Notices of overdue and lost books will be sent home when needed. Reimbursement is required for lost or damaged books. Students may sign out two books each week. These books are due the following week. Reference books may not be signed out or taken home.

The Library committee orders books on a regular basis. If you have any questions about the suitability of a specific book please speak to a member of this committee.

## 11. Dress

Coats and loose clothing items should be labelled with the student's name.

a) Although the school does not require uniforms, students' dress and appearance should reflect the following:

- tasteful appearance, modesty
- suitable clothes for school activities and weather conditions

Clothing and T-shirts with inappropriate sayings or pictures must be avoided.

## 12. Footwear

Students must have a pair of outdoor **and** indoor shoes. Indoor shoes must be worn while inside the school. Students in Grades 4 - 7 must have proper gym clothes (a school T-shirt) and footwear in the gymnasium. Please label all T-shirts with the student's name.

### 13. Personal Electronic Devices

Students in the Elementary school are not permitted to bring their electronic devices to school unless given special permission by their teacher. This is a privilege that is only extended to High school students at CCS. Parents/guardians, please make sure your child(ren) do not bring electronics to school. If a student is found to have one, it will be taken by the teacher and not returned until the end of the day, with a note home to parents, reminding you of this policy.

### 14. Snacks and Nutrition

We want to encourage good health habits and proper nutrition. Please eliminate non-nutritious snacks and give balanced diets for your children. Food not eaten during school must be taken back home. Students should eat their own lunch and avoid trading food. Students in K - 7 must remain in their rooms to eat their lunch from 12:05 to 12:20pm.

### 15. Injuries

Parents may be requested to pick up their children for medical reasons or injury. Any injury requiring medical attention is recorded in an Accident Book at school.

### 16. Telephone Calls

Calls for teachers should be made before or after school. Please avoid calling when the staff has devotions or meetings (Monday before school - 8:00 a.m. - 8:45 a.m. and Monday after school - 3:30 p.m. - 5:00 p.m.)

**Parents are asked to do their best to avoid calling the school to leave messages for their children. Please make arrangements before school.**

### 17. School Equipment

Our students have access to balls and bats for use during noon hours and Physical Education classes. Proper care and treatment should be used. Students bringing their own sports equipment are encouraged to have clear identification on it.

### 18. Extra - Curricular Activities and Field Trips

Field trips are a valuable part of the school curriculum and program. Parents may be requested to assist in the organization and transportation required for field trips. A criminal record check on file at the school is required for all drivers, chaperones, and volunteers who will be with CCS students.

Please note the following guidelines for transportation:

- a) Drivers should be responsible, age 19 years and over, in possession of a Class 5 Operator's License, have adequate insurance for bodily injury and property damage (suggest \$2,000,000) and have a criminal records check completed at the school.
- b) Drivers should be fit, not suffering from any disease, or taking medication that can affect control and judgement. Drivers must not be under the influence of alcohol.
- c) Student transportation for field trips must be in a vehicle that is maintained properly and has adequate tires for the conditions and seasons as posted on highway signs and required by law.
- d) Vehicles must have the appropriate number of seat belts and the driver must insure that all passengers buckle up. The driver is responsible for the safe loading, number of passengers, and conduct in the vehicle. No vehicle shall be overloaded, and all passengers will be properly seated.
- e) Student transportation for extended field trips must be in a vehicle that is maintained properly and has adequate tires for the conditions and seasons as posted on highway signs and required by law. For winter field trips, teachers should have a check box on permission slips where drivers indicate winter tires/maintenance are in place.
- f) If any problems occur during the course of the trip, the driver must report the incident to the teacher in charge.
- g) Students assigned to a particular car must obey the driver in charge.

Field Trip permission slips and information forms will be sent home by teachers to obtain parent/guardian signatures for permission and to inform parents of the details of the trip when there is a medium to moderate risk involved. A general field trip permission slip will go out at the start of the year to all students allowing students to go on local, low risk field trips.

#### 19. School Bus

Centennial has a small mini bus available for field trip and sports trips. This bus is booked through the front office and drivers must have a driving abstract on file at the school with a class 4 driver's licence in order to drive the bus.

#### 20. Parking Lot - Student Drop-off and Pick-up

Parents may use the north and south parking lot of the Christian Reformed Church for dropping off and picking up students. Parents who drop their children off in the CCS parking lot may not stop in front of the main doors but must drop students off at the far (high school doors) to prevent traffic from backing up on Sparks St.

## POLICIES AND MANDATES MANUAL - INDEX

POLICY NAME	DATE APPROVED
1. <a href="#">Administrative Evaluation &amp; Review</a>	November 2011
2. <a href="#">Administrative Vacancies</a>	September 1996
3. <a href="#">Admission</a>	April 2012
4. <a href="#">Anaphylaxis</a>	June 2014
5. <a href="#">Anti-Bullying</a>	December 2016
6. <a href="#">Appeals</a>	February 2017
7. <a href="#">Athletics</a>	2015
8. <a href="#">Attendance/Late</a>	May 9, 2006
9. <a href="#">Bursary Policy</a>	<a href="#">June 2015</a>
10. <a href="#">Bus Use</a>	February 11, 2016
11. <a href="#">Child Abuse Checklist</a>	October 10, 2006
a. <a href="#">Supporting our Students – Guide for Independent School Personnel</a>	
12. <a href="#">Class Size</a>	February 2014
13. <a href="#">Community Standards</a>	April 7, 2009
14. <a href="#">Computer Policy</a>	April 27, 2001
15. <a href="#">Conflict of Interest</a>	October 10, 2006
16. <a href="#">Course Challenge</a>	March 2007
17. <a href="#">Curriculum Review</a>	June 2014
18. <a href="#">Dance Guidelines</a>	August 2007
19. <a href="#">Debit Card Usage</a>	September 2013
20. <a href="#">Discipline</a>	June 2016
21. Evaluation	
a. <a href="#">Educational Assistant</a>	March 12, 2015
b. <a href="#">Special Education Assistant</a>	March 12, 2015
c. <a href="#">Teacher</a>	February 13, 2002
22. <a href="#">Extended Field Trip - Grade 8 - 12</a>	January 2010
23. <a href="#">Extra-Curricular Activities Policy</a>	January 2010
24. <a href="#">Facility and Equipment Policy</a>	December 2010
25. <a href="#">Grade Retention</a>	February 2013
26. <a href="#">Hiring Policy</a>	March 2007
27. <a href="#">Home School Policy</a>	November 2007
28. <a href="#">Inclusive Education Policy</a>	January 2011
a. <a href="#">Evergreen Certificate Procedures</a>	Draft June 2016
29. <a href="#">Learning Resources</a>	May 2017
30. <a href="#">Library Policy</a>	January 2009
31. <a href="#">Literature Policy</a>	March 2007
32. <a href="#">Medication Administration Policy</a>	December 2007
33. <a href="#">Parental Permission Forms Policy</a>	October 13, 1999
34. <a href="#">Personal Information Privacy Policy</a>	September 24, 2015
35. <a href="#">Rights of Custodial/non Parents</a>	November 2011
36. <a href="#">Safe, Caring and Orderly School Policy</a>	December 2016
37. <a href="#">Scholarship Fund and Committee</a>	May 2002
38. <a href="#">Sexual Harassment</a>	March 2009
39. <a href="#">Staff Reduction and Recall Policy</a>	March 9, 2004
40. <a href="#">Student Records Policy</a>	June 2013
41. <a href="#">Suicide and Harm Notification</a>	June 2014
42. <a href="#">Teacher In Charge</a>	March 2009
43. <a href="#">Tuition Policy</a>	January 2016