



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

# **Elementary Parent Handbook**

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

# CENTENNIAL CHRISTIAN SCHOOL HANDBOOK

Welcome to Centennial Christian School!

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

In this handbook you will find program information, school operations, and the basis for which Centennial Christian Schools exists. 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 of students in Kindergarten through Grade 7. A separate handbook for High School grades 8-12, is also available.

## WHAT IS CENTENNIAL CHRISTIAN SCHOOL?

Centennial Christian School (CCS) 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 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:

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

## **CCS 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.*

## **CCS MISSION STATEMENT**

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

### **ADMISSION POLICIES AND PROCEDURES**

Centennial Christian School is open to all those who agree with the Society's basis and goals. It is a place that ensures that all students regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive, and welcoming learning environment. Parents who are new to our school and to Christian Education are interviewed by the principal and then enrolment for full or associate membership recommendations are made to the Board. All parents new to the Society are expected to attend the New Member Information Evening 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. 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 contact the principal, Mr. Edgar Veldman.

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3608 Sparks Street  
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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 TEACHING STAFF

Mrs. Bev Mantel	- Kindergarten
Mr. Tim Block	- Grade 1/2
Mrs. Susan Lehman	- Grade 2/3
Mrs. Anita Struyk	- Grade 2/3 and Librarian
Ms. Ashley Hall	- Grade 4/5
Mr. Jeff Lehman	- Grade 6/7
Mr. Tom Hartl	- Art 4/5, 6/7
Mrs. Trish Rolleman	- Learning Assistance
Ms. Susan Klein	- Music 2/3,4/5, Band 6/7
	- Math 2
Mrs. Betty Terpstra	- Librarian
Mrs. Ella Ringma	- Assistant Principal, PE K, Math 5, ADST 5/6
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 the school day are as follows:

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

## 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. Please read it to stay informed about upcoming school and society events. Please make a habit of reading it.

b) Class Newsletters

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

c) Centennial Christian School App



Our free app is a great way to stay connected with the school community and updated with current events.

**Parents:** Stay up-to-date with school news and calendar updates. Contact to the school office for the **school code** to register.

**Other features:**

Push notifications will keep you updated about school closures and other important news.

You'll always have your school calendars and student resources on hand and up-to-date.

Conveniently e-mail, phone, or navigate to the school, or reach the website or social media.

Spread the word about school events by social media, email or text message.

**How to Get our App:**

Search the App Store (Apple) or Google Play (Android) for the free Centennial Christian School App or visit [centennialchristian.appazur.com/go](http://centennialchristian.appazur.com/go).

-OR-

If you don't wish to use an iOS or Android device, sign up for email or SMS text notifications at:

[centennialchristian.appazur.com](http://centennialchristian.appazur.com)

**Notes:**

If prompted, be sure to allow push notifications.

Sign in to choose the messages and other information that are important to you:

Tap Sign In (on the Home tab) and follow the instructions on screen. Parents use own email.

Choose the Groups tab, then tap the gear icon (top right) to select your Groups.

To customize how you receive notifications, tap the User Settings icon on the Information tab.

d) Facebook and Instagram

All school events, reminders and photos are posted regularly to our school's

Facebook and Instagram pages.

e) **CCS Blog**

Find out more about what is happening in and around or school in our Blog. Links to new entries to the blog are usually given in the Flapper.

f) **Parent Communication**

We encourage parents to communicate concerns and praise to the teacher when occasions arise. Teachers will also connect 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 – our parent fundraising committee
- work on committees
- visiting the school

## **3. Hearts and Hands**

In addition to the Board and its Committee, our school has a Hearts and Hands committee. This group of parents is instrumental in fundraising for needed items and special projects in the school. Funds are raised through various activities including our hot lunch program, sausage sales, and FlipGive, to name a few. We are looking for more people to join, as a number of our previous members have “graduated” from the school.

## **4. 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. Christian discipline in the school is intended to be carried out in the same way that loving parents would discipline their children. This is a process of leading, guiding nurturing, and correcting children towards restoration in a path of service to God and to their neighbours. As such we use Restorative Practices to bring healing to all parties when situations arise. This practice allows everyone to have a voice and treats all parties as children of God.

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 only if further discussion or clarification is required.

## **5. 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 (#4) 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.

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.

## **6. Attendance and Absences**

Regular and punctual attendance is always expected and is vital for successful performance in course work. If your child will be absent, please inform the school before 8:40 a.m. through the school App or by phoning the office on the day of the absence. Parents are urged not to take their children out of regular school days as it affects academic progress. Please plan your family holidays to coincide with school holidays.

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 schoolwork 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.

## 7. 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 CCS App, the Centennial Facebook page, and the school website at [www.centennialchristian.ca](http://www.centennialchristian.ca)**

## 8. 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.

## 9. Report Cards and Grading

Regular report cards are issued three times a year as per ministry guidelines. We use these report cards to give you a picture of your child's ability to learn. Learning is a something we never stop doing, or master completely, but our goal is to help our students get to a place where they can learn independently. This takes time and cannot be rushed. We see this as a process that will improve with age and a growing confidence in who they are as children of God.






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. Three-way (parent/student/teacher) conferences will occur near the end of second term and our final Celebration of Learning Event will take place at the end of the school year. Other conferences may take place at the request of the parents or teachers. We are part of MyEd BC which sets the formatting of the report cards.

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) uses Learning descriptors along with comments. Below is a list of what the Learning Descriptors mean.



## LEARNING DESCRIPTORS

<b>EMERGING</b> Below grade level	<b>BEGINNING</b> At grade level	<b>DEVELOPING</b> At grade level	<b>APPLYING</b> At grade level	<b>EXTENDING</b> Above grade level
1	2	3	4	5
Requires direct support 	Requires guided support 	Requires some support 	Independent 	Going Beyond 
What the Teacher says				
An adult must provide step by step assistance in order for students to complete work	An adult must regularly check in to see how the student is progressing and provides help as needed	An adult checks in to see how the students is progressing and provides help as needed	The student can accurately complete work independently and may be able to help other students because of their level of mastery	The student can thoroughly complete work independently and apply their learning in new situations and teach others
What the student says				
“Step by step support from an adult helps to build my understanding and confidence”	“I can do some of this, but help from an adult boosts my confidence”	“I can do most of this, but help from an adult boosts my confidence”	“The quality of work shows that I can do this on my own”	“My work shows that I have an understanding beyond the criteria”
What you can do at home				
Support, positive input, and encouragement builds confidence and understanding	Encourage your child to try things on their own first, then assist as needed	Encourage your child to try things on their own first, then assist as needed	Encourage your child to show what they know and nudge them on to the next level	Encourage your child to connect and apply what they know in new contexts

## 10. Books and Supplies

All textbooks and supplies (pencils, notebooks) are provided by the school. Students in Grades 4 - 7 require a 1 inch binder and dividers for Math. They may find a second binder useful for loose-leaf notes and handouts. Grades 4 - 7 students are also required to supply their own blue (or black) and red pens 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.

## 11. 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.

## 12. Dress

Coats and loose clothing items should be labelled with the student's name. Although the school does not require uniforms, students' dress and appearance should reflect the following:

- A tasteful appearance and modesty
- suitable clothes for school activities and weather conditions
- Clothing and T-shirts with inappropriate sayings or pictures must be avoided.

Students in Grades 4 - 7 must have separate, proper gym clothes (school T-shirts can be bought in the office) and footwear to use in the gymnasium. Please label all T-shirts with the student's name.

## 13. Footwear

All students must have a pair of outdoor **and** indoor shoes. Indoor shoes must non marking and suitable for PE and will be worn while inside the school to help keep our school clean.

## 14. 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 (ipods, tablets, phones, smart watches). This is a privilege that is only extended to High school students at CCS. Parents/guardians, please make sure your child(ren) does 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.

### **15. 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 may not trade food. Students must remain in their rooms and desks to eat their lunch from 12:05 to 12:20pm at which time they must wash hands and go outside.

### **16. Injuries/Illness**

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. In case of illness occurring while at school, students will be asked to wear a mask, and brought to the sick room in the front office, in isolation, while they wait to be picked up by a parent or guardian.

### **17. 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.**

### **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 ensure 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 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. Please be prompt in your pickup and drop off times.

## **21. Early Dismissal**

Early Dismissal happens on the last Monday of every month except for March, that one is moved to the first Monday in April. School ends at 2:05pm on those Mondays. Please be prompt picking up your children as our staff will be busy doing Professional Development.

## **22. After School Care**

After School Care is available for children grades Kindergarten to 6 from 3:05-5:05pm, Monday to Friday and will be available on Early Dismissal days from 2:05-5:05pm. Care will be available on Professional Development Days from 8:50am-5:05pm. The program will not be available on Statutory holidays, or during Christmas Holidays, Spring Break or Summer Holidays. Regular and Early Dismissal Day registration must be before 12:00

noon on the day of. Pro D registration must happen by noon on the previous day. Contact the office for more information.